



5 CLOSED  
STACKS



GOVERNMENT INFORMATION CENTER  
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO  
PUBLIC LIBRARY

REFERENCE  
BOOK

*Not to be taken from the Library*

JUN 16 1999







CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 8, 1979 - 2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Alioto  
Commissioner Lowe  
Commissioner Powell  
Commissioner Tarantino presided.

JAN 19 1979

MINUTES:

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Regular meeting of December 18, 1978.

Action: Approve.

ANNOUNCEMENTS: The Commission announced that it had met in Executive Session with the City Attorney and had voted to approve the latest revision of a proposed consent decree in the Officers for Justice versus the City and County of San Francisco matter.

RECRUITMENT AND EXAMINATIONS:

0394-78 Appeal of staff's denial of protest of oral examination for Class 2887 Assistant Director of Health Care Services for Mental Health.

December 18, 1978: Over to the meeting of January 8, 1979.

Action: Adopt staff report. Deny appeal of Francis S. Bloxam. (Vote of 3 to 2: Commissioners Lowe and Salomon dissent)

0409-78 Cancellation of examination for Class 9212 Airfield Safety Officer.

Action: Adopt staff report. Cancel current announcement. Issue announcements with amended requirements to expand applicant group.

0410-78 Appeal of staff's denial of protest on the qualifications appraisal interview ratings for Class 1458 Legal Stenographer.

Action: Adopt staff report. Deny appeal of Mary E. Tucker.

0531-77 Appeal of staff's denial of protest regarding terms of the entrance examination announcement for Class 1720 Data Entry Operator.

December 5, 1977: Refer to staff for further study.

January 4, 1978: Off calendar pending receipt of City Attorney's opinion.

Action: Adopt staff report.

1. Deny request that this examination be given on a 'closed' basis only to temporary incumbents.
2. Reissue examination announcement to include taking performance test on any one of the following IBM029, IBM129, CMC5, CMC105, CMC1800, Univac 1710, Univac 1900 CADE.
3. Deny request for special performance examination for Police Department only on non-data entry machine (CRT Terminal).

DOCUMENTS DEPT.  
SAN FRANCISCO  
PUBLIC LIBRARY.

\* 351.1  
Sa 52m i  
1979

RECRUITMENT AND EXAMINATIONS: (continued)

0000-79 Appeal of staff's denial of request for inclusion of Class 8336 Business Manager, Juvenile Court as next-lower-rank in the examination for Class 1675 Supervising Fiscal Officer, San Francisco Municipal Railway.

Action: Adopt staff report. Deny request of Thomas Spillane.

CLASSIFICATION AND PAY:

1459-78 Classification of one newly budgeted (1978-79) position in Class 1220 Payroll Clerk, San Francisco Unified School District.

Action Adopt staff report.

1. Classify one new position in Class 1220 Payroll Clerk (Sch. 26.6 \$356B426). Since this position was funded in the 1978-79 budget, there is no additional cost.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1493-78 Reconsideration of Civil Service Commission action of November 6, 1978. Survey of two positions in Class 3542 Curator II at the Asian Art Museum.

November 6, 1978: Deny staff report.

Action: 1. Rescind action of November 6, 1978.

2. Adopt staff report.

- a. Reclassify two positions in Class 3542 Curator II (Sch. 36.7 \$565B681, 1229M1481) to Class 3546 Curator IV (Sch. 41.7 \$714B862, 1553M1875). This represents an increase of \$788 per month based on the fifth step of both positions; A supplemental appropriation has been approved by the Mayor's Office.
- b. Amend Annual Salary Ordinance Section 622010 to reflect this action.

1583-78 Survey of one position in Class 1602 Calculating Machine Operator in the Children Center Division, San Francisco Unified School District.

Action: Adopt staff report.

1. Reclassify one position in Class 1602 Calculating Machine Operator (Sch. 24.6 \$325B390, 707M848) to Class 1630 Account Clerk (Sch. 24.6, \$325B390, 707M848).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly. Since the rate of pay for Class 1630 Account Clerk is equivalent to the amount budgeted for Class 1602 Calculating Machine Operator this classification action will not result in an increase in the San Francisco Unified School District's budget.

1598-78 Survey of one position in Class 1487 Financial Aids Assistant, San Francisco Community College District.

Action: Adopt staff report.

1. Reclassify one position in Class 1487 Financial Aids Assistant (Sch. 31.4, \$442B531, 961M1155) to Class 1840 Junior Management Assistant (Sch. 31.4, \$442B531, 961M1155) when this action does not adversely affect the incumbent. This reclassification does not involve any change in costs.
2. Advise the San Francisco Community College District to amend its Annual Salary Resolution accordingly.



- 1630-78 Request to renew a Staff Assistant, Special Project position to continue the services of a Light Rail Vehicle Equipment Engineer, Public Utilities Commission, San Francisco Municipal Railway.
- Action: Adopt staff report. Approve renewal of one 9744 Staff Assistant VI (\$957 BW) position to continue the services of a Light Rail Vehicle Equipment Engineer. This authorization is until June 30, 1979. During this period a permanent position will be budgeted and classification action will take place. (Vote of 4 to 1: Commissioner Salomon dissents).
- 1000-79 Salary Standardization, Fiscal Year, 1979-80.
- Action: Adopt as amended; post for two weeks; forward to the Board of Supervisors. (Action recorded in minutes amended by Civil Service Commission at the meeting of January 22, 1979.)

IN-SERVICE ACTIVITIES:

- 2163-78 Proposed Annual Supplementary Affirmative Action Plan for Equal Opportunities.
- March 20, 1978: Refer to the Standing Committee on Charter and Rules Revision to conduct public hearing. (CSC)
- November 17, 1978: Over to a meeting to be scheduled approximately Mid-January, 1979. Interested parties to submit written comments and proposals which are to be available for a period of review and comment before the next meeting.
- Action: Meeting to be scheduled within one month.
- 2386-78 Proposed changes to Civil Service Commission Rule 6, Section 6.06 - Procedure for Dismissal of Regular Permanent Employees except Uniformed Members of the Police and Fire Department.
- August 21, 1978: Post for adoption at the meeting of September 6, 1978.
- September 6, 1978: Off Calendar.
- Action: Adopt as amended. (Vote of 4 to 1: Commissioner Salomon dissents).
- 2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.
- November 20, 1978: Over to the meeting of December 4, 1978.
- December 4, 1978: Over to the meeting of December 18, 1978.
- December 18, 1978: Over to the meeting of January 8, 1979.
- Action: Over to the meeting of January 22, 1979. Staff to make certain records available at the meeting.
- 2591-78 Complaint alleging racial discrimination in the non-civil service appointment for Class 7355 Truck Driver in the Department of Public Works. (CSC Rule 1.03f)
- December 18, 1978: Over to the meeting of January 8, 1979.
- Action: Adopt staff report. Deny appeal of Roscoe Dixon.
- 2658-78 Public Hearing on Proposed Agreement with respect to future Q-2 Police Officer recruitment and selection procedures, Officers for Justice versus the Civil Service Commission.
- November 20, 1978: (In Executive Session) Approve Proposed Agreement. (Vote of 3 to 1: Commissioner Powell dissenting; Commissioner Salomon excused).



Digitized by the Internet Archive  
in 2012 with funding from  
California State Library Califa/LSTA Grant

<http://archive.org/details/6minutes1979sanf>



IN-SERVICE ACTIVITIES: (continued)

2658-78 December 4, 1978: On the motion by Commissioner Salomon to reconsider:  
(CONT') Calendar for Public Hearing at the meeting of  
December 18, 1978.

December 18, 1978: Over to the meeting of January 8, 1979.

Action: 1. Sustain action taken in Executive Session on November 20, 1978.  
(Vote of 3 to 2: Commissioners Powell and Salomon dissenting)

2. No action to be taken by staff relative to the weighting of the components of the examination if the scoring is other than 500 points on the written portion and 500 points on the oral portion unless the determination is reviewed by the Commission at an open hearing. (Action recorded in minutes amended by the Civil Service Commission at the meeting of January 22, 1979.)

2661-78 Request for approval to appoint eligibles at the Fifth Step of the salary schedule for Classes 7318 Electrical Maintenance Technician and 7379 Electrical Transit Mechanic.

Action: Adopt staff report. Approve request to appoint eligibles in Classes 7318 Electrical Maintenance Technician and 7379 Electrical Transit Mechanic at Step 5 in the compensation schedule established for these classes. In addition raise all current employees in these classes to Step 5 at the time of the first new appointment.

2689-78 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.

Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).

2690-78 Action with respect to Superior Court decision in the matter of I.W. Washington versus the Civil Service Commission, et al.

December 4, 1978: (In Executive Session) Approve proposed settlement (Vote of 4 to 0: Commissioner Alioto excused) with the understanding that the monetary portion of the proposal is exclusively within the jurisdiction of the Board of Supervisors and contingent on the submission by Mr. Washington of a resignation and that he not be returned to duty as a Transit Operator.

Action: 1. Rescind previous action on the appeal of I.W. Washington from dismissal as a Class 9163 Transit Operator.

2. Reinstate to Class 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway.

3. Direct that back-pay be awarded as calculated by the Controller and ordered by the Superior Court.

4. Accept resignation.

5. Direct the General Manager of Public Utilities and the General Manager of the San Francisco Municipal Railway that, on the stipulation made by Mr. Washington before Judge Benson, future requests for reappointment shall not be approved.

MISCELLANEOUS:

3040-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2419 - 2446 5863 - 5865  
2800 - 2825 8215 - 8230  
4880 - 4967

Action: Approve.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 8, 1979 - 2:00 P.M.

SEPARATION FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5582-78 Joseph R. Barrow, 2709 School Custodian, 93/E-54, San Francisco Community College District, 12/8/78.

Action: Return name to Holdover Roster. Not to be employed again by the San Francisco Community College District.

5583-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1. Department of Public Health, San Francisco General Hospital, 9/8/78.

October 2, 1978: Over to the meeting of October, 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

Novmeber 6, 1978: Over to the meeting of November 20, 1978.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Over to the meeting of December 18, 1978.

December 18, 1978: Over to the meeting of January 8, 1979. The Commission stipulated that this is the final continuance.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5584-78 Azhar M. Yazdanie, 1736 Electronic Data Processing Equipment Operator, 1/E-11, Public Utilities Commission, Data Processing Center, 12/14/78.

Action: Allow reinstatement to Class 1722 Tabulating Machine Operator, Controller's Office under the provision of Rule 13.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5585-78 Glenn Henderson, 2708 Custodian, TLT, Airports Commission, 12/18/78.

Action: Over to the meeting of January 22, 1979.

5586-78 Kenneth Johnson, 2708 Custodian, TLT, Airports Commission, 12/7/78.

Action: Over to the meeting of January 22, 1979.

5587-78 Cora Evans Washington, 1404 Clerk, CETA, Police Department, 12/19/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Police Department.

5588-78 John C. Green, 2760 Laundry Worker, TLT, Department of Public Health, San Francisco General Hospital, 12/8/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

- 5589-78 Silvia Uribe, 1424 Clerk Typist, CETA, Department of Public Health, San Francisco General Hospital, 12/7/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5590-78 Jerry C. Bailey, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 12/19/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5591-78 Charles R. Douglas, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 12/19/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5592-78 Percy Kim, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 12/4/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5593-78 David Sargent, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 11/30/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

AUTOMATIC RESIGNATIONS:

- 5594-78 Reconsideration of Administrative action of August 21, 1978 pursuant to Civil Service Commission Rule 25, Section 25.02:  
Samuel Pruitt, 2736 Porter, 6/E-24, Department of Public Health, San Francisco General Hospital, 8/21/78.
- September 21, 1978: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- Action: Over to the meeting of January 22, 1979. The Commission directed that certain witnesses be in attendance.
- 5595-78 Reconsideration of Administrative action of October 23, 1978 pursuant to Civil Service Commission Rule 25, Section 25.02:  
John Sherwood, 2736 Porter, 71/E-49, Department of Public Health, Laguna Honda Hospital, 8/24/78.



AUTOMATIC RESIGNATIONS: (continued)

5595-78 November 6, 1978: Cancel all current examination and eligibility status.  
(CONT') Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and County  
service. Not to be employed again by the Department of  
Public Health.

Action: Sustain administrative action of November 6, 1978.

APPEAL OF AUTOMATIC RESIGNATION:

5596-78 John R. Tobiasson, 9163 Transit Operator, 3/E-110, Public Utilities Commisison,  
San Francisco Municipal Railway, 12/1/78.

Action: Deny appeal. Approve automatic resignation. Cancel all current  
examination and eligibility status. Future employment subject to  
review and approval of the General Manager, Personnel after sat-  
isfactory completion of one year's work experience outside the  
City and County service.

\*\*\*\*\*



SF  
C65  
#5  
1/22/79

*Calendar - Action Item*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 22, 1979 - 4:00 P.M.

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner Powell  
Excused: Commissioner Alioto  
Commissioner Tarantino  
Commissioner Salomon presided.

MINUTES:

Regular meeting of January 8, 1979.

Action: Approve as amended.

CLASSIFICATION AND PAY:

1001-79 Request to classify one new position for the Community Development Rehabilitation Assistance Program of the Department of Public Works, Bureau of Building Inspection.

Action: Adopt staff report.

1. Allocate one new position to Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428, 776M931). There is no additional cost since this position was funded in the 1979 budget for the Rehabilitation Assistance Program.
2. Amend Salary Ordinance Section 415099 (Federally funded positions) to reflect this action.

1012-79 Classification of five budgeted positions for the San Francisco International Airport.

Action: Adopt staff report.

1. Allocate five positions as follows:
  - 2 - 9203 Senior Airport Communications Operator (Sch. 29.8, \$411B494, 894M1074)
  - 1 - 1842 Management Assistant (Sch. 34.9, \$519B625, 1129M1359)
  - 1 - 7318 Electronic Maintenance Technician (Sch. 41.8 \$717B866, 1559M1884)
  - 1 - 7226 Carpenter Supervisor I (Sch. 44.0, \$796B961, 1731M2090)
2. Delete 1 - 2786 General Services Manager (Sch. 39.4, \$641B773, 1394M1681).
3. Amend Annual Salary Ordinance Sections 725010D and 725011 Administratively by removing the "SC" symbol.
4. Amend Section 725010E of the Annual Salary Ordinance; Request the Airport submit a supplemental appropriation to reflect the budgetary change in this section. This change will result in a salary savings of \$3864.00 per year at the fifth salary step.

1013-79 Classification of two new positions in the Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.





CLASSIFICATION AND PAY: (continued)

1013-79 (CONT') 1. Classify two new positions in Class 2246 Assistant Director of Clinical Services I (Sch. 45.6, \$858B1037, 1866M2255). Since these positions are funded in the Department's budget, there is no additional cost.

2. Amend Section 571010 of the Annual Salary Ordinance to remove the "SC" symbol.

1020-79 Classification of ten new positions, Department of Public Health, Laguna Honda Hospital.

Action: Adopt staff report.

1. Allocate 10 positions as budgeted in the following classes:

- 1 - 1404 Clerk
- 1 - 1424 Clerk Typist
- 8 - 2110 Medical Records Clerk

2. Amend Section 555010 of the Annual Salary Ordinance as follows:

CREATE:

- 1 - 1404 Clerk (Sch. 25.1, \$332B398, \$722M866)
- 1 - 1424 Clerk Typist (Sch. 24.7, \$326B391, 709M850)
- 8 - 2110 Medical Records Clerk (Sch. 28.4, \$386B463, 840M1007)
- 1 - 2112 Medical Record Technician (Sch. 31.1, \$436B524, 948M1140)  
(Transferred from Section 557010)
- 1 - 2114 Medical Records Technician Supervisor (Sch. 34.6, \$512B617, 1114M1342) (Transferred from Section 557010)

3. Amend Section 557010 of the Annual Salary Ordinance as follows:

DELETE: (Transfer to Section 555010)

- 1 - 2112 Medical Record Technician (Sch. 31.1, \$436B524, 948M1140)
- 1 - 2114 Medical Records Technician Supervisor (Sch. 34.6, \$512B617, 1114M1342)

The result of this classification action will not result in an increase of the department's budget; It is anticipated that sufficient Medi-cal and Medicare Revenue will be generated to fund these new positions.

1022-79 Classification of 138 newly budgeted positions at the Department of Social Services (1978-79 budget).

Action: Adopt staff report.

1. Classify 138 new positions in Class 2905 Senior Eligibility Worker (Sch. 31.5, \$444B534, 966M1161).

2. Amend Annual Salary Ordinance Section 169010A to remove the "SC" symbol.

1023-79 Survey of one position in Class 1202 Personnel Clerk, Department of Public Health, Central Office.

Action: Adopt staff report.

1. Reclassify one position in Class 1202 Personnel Clerk to Class 1224 Principal Payroll and Personnel Clerk. This reclassification will result in a cost of \$77.00 per month at the maximum 1978-79 rates.

2. Amend Annual Salary Ordinance Section 513010 accordingly. The department has submitted a supplemental appropriation request. Because this supplemental will be funded by the cost savings of a previous personnel position classification action (Item No. 1475-78 adopted by the Civil Service Commission, October 16, 1978, there will be an overall savings of \$85.00 per month.



CLASSIFICATION AND PAY: (continued)

1024-79 Request to classify four newly budgeted positions (1978-79 budget) for the Police Department, Planning and Research Division.

Action: Adopt staff report.

1. Allocate four new positions as follows:

- 1 - 1844 Senior Management Assistant (Sch. Z 37.9, \$596B721, 1296M1568)
- 2 - 1842 Management Assistants (Sch. Z 34.9, \$519B625, 1129M1359)
- 1 - 1864 Senior Systems and Procedures Analyst (Sch. Z 41.0, \$691B834, 1503M1814)

2. Amend Annual Salary Ordinance Section 161011 accordingly. Advise the Police Department to submit a supplemental appropriation deleting two 1822 Administrative Analysts and adding two 1842 Management Assistants. This will result in a salary savings of \$566.00 monthly at the maximum step or \$6,792.00 per year. Remove "SC" symbol from 1844 Senior Management Assistant and 1864 Senior Systems and Procedures Analyst positions.

1025-79 Request to amend the specification for Class B152 Court Room Clerk.

Action: Adopt staff report. Amend the class specification for Class B152 Court Room Clerk as recommended.

1028-79 Classification of one position authorized in the 1977-78 budget in the Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.

- 1. Establish one new Class of 2885 Deputy Director of Adult Services, Community Mental Health Services (Sch. J, Z 56.9, \$1470B1782, 3197M3876).
- 2. Allocate one position budgeted as A103 Deputy Director of Adult Services, Community Mental Health Services (Sch. J, Z 56.9, \$1470B1782, 3197M3876) to the new Class of 2885 Deputy Director of Adult Services, Community Mental Health Services (Sch. J, Z 56.9 \$1470B1782, 3197M3876).
- 3. Amend Annual Salary Ordinance Section 561010 accordingly. This action represents no additional cost over the budgeted rate.

1621-78 Classification of one position authorized in the 1978-79 budget of the Board of Supervisors, Delinquency Prevention Commission.

Action: Adopt staff report.

- 1. Allocate one new position budgeted in Class 9738 Staff Assistant 111, Special Project (\$625 BW) to Class 1842 Management Assistant (Sch. 34.9, \$519B625, 1129M1359).
- 2. Amend Annual Salary Ordinance Section 176010 accordingly.
- 3. Advise the department to adjust their 1979-80 budget to reflect this action. Since the rate of pay for Class 1842 Management Assistant is equivalent to the amount budgeted for 9738 Staff Assistant 111. This classification action will not result in an increase of the Board of Supervisors' budget.

IN-SERVICE ACTIVITIES:

2005-79 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.

Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a)



IN-SERVICE ACTIVITIES: (continued)

2006-79 Request for appointment above the entrance rate for three employees in the Public Defender's Office.

Action: Adopt staff report. Approve appointments at Step 5 of the compensation schedule for Peter G. Keane in Class 8193 Chief Attorney, V. Roy Lefcourt and Harvey E. Goldfine in Class 8182 Head Attorney pending the Controller's certification that funds are available.

2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Over to the meeting of December 18, 1978.

December 18, 1978: Over to the meeting of January 8, 1979.

January 8, 1979: Over to the meeting of January 22, 1979. Staff to make certain records available at the meeting.

Action: Over to the meeting of February 5, 1979.

2666-78 Request for appointment above the entrance rate for employee in Class 9203 Senior Communications Operator, Airports Commission.

Action: Adopt staff report. Approve the permanent appointment of Joyce Evans at Step 5 in the compensation schedule established for Class 9203 Senior Communications Operator pending the Controller's certification that funds are available. (Vote of 2 to 1: Commissioner Salomon dissents)

2685-78 Request for appointment above the entrance rate for employee in Class 8146 District Attorney's Investigator.

Action: Adopt staff report. Approve the permanent appointment of Daniel Voznik at Step 2 in the compensation schedule established for Class 8146 District Attorney's Investigator pending the Controller's certification that funds are available.

MISCELLANEOUS:

3000-79 From the heads of various department requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2447 - 2466      5866 - 5867  
2826 - 2830      8231 - 8247  
4968 - 5034

Action: Approve.

3001-79 Request from the City Attorney's Office to back-date requisition:

F - 80146      8176 Trial Attorney (Civil)      10/28/78

Action: Approve as recommended by Committee.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 22, 1979 - 4:00 P.M.

SEPARATION FROM SERVICE:

AUTOMATIC RESIGNATION:

5000-79 Reconsideration of Administrative action of August 21, 1978 pursuant to Civil Service Commission Rule 25, Section 25.02.  
Samuel Pruitt, 2736 Porter, 6/E-24, Department of Public Health, San Francisco General Hospital, 8/21/78.

September 21, 1978: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

January 8, 1979: Over to the meeting of January 22, 1979. The commission directed that certain witnesses be in attendance.

Action: Remand to the department for dismissal hearing.

RESIGNATIONS:

5001-79 Robert Hunter, 8204 Institutional Policeman, 4/E-5, Department of Public Health, San Francisco General Hospital, 11/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5002-79 Marily Price, 1424 Clerk Typist, 74/E-204, District Attorney's Office, 12/19/78.

Action: Over to the meeting of February 5, 1979.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5003-79 Angelina Martinez, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 12/5/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5004-79 Glenn Henderson, 2708 Custodian, TLT, Airports Commisison, 12/18/79.

January 8, 1979: Over to the meeting of January 22, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission

5005-79 Kenneth Johnson, 2708 Custodian, TLT, Airports Commission, 12/12/78.

January 8, 1979: Over to the meeting of January 22, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.





TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5006-79 Arthur Panlasigui, 8226 Museum Guard, CETA, Fine Arts Museum, 12/29/78.

Action: Over to the meeting of February 5, 1979.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5007-79 Martha Kohte, 1444 Clerk Stenographer, 3/E-291, Airports Commission, 12/29/78.

Action: Over to the meeting of February 5, 1979.

5008-79 John A. White, 7432 Transit Lineman Helper, V4/E-2, Public Utilities Commission, Hetch Hetchy Water and Power, 12/8/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. (Vote of 2 to 1: Commissioner Powell dissents)

\*\*\*\*\*



SF  
C65  
# 5  
2/5/79

*Calendar - Admin. Files*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 5, 1979 - 2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Lowe  
Commissioner Powell  
Excused: Commissioner Alioto  
Commissioner Salomon  
Commissioner Tarantino presided.

FEB 15 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of January 22, 1979.

Action: Approve.

ANNOUNCEMENTS:

SPECIAL ORDER OF BUSINESS: The Commission directed that the proposed Supplementary Affirmative Action Plan for Equal Opportunities be called out of Committee and further directed the General Manager, Personnel to schedule this matter for a Special Meeting of the Full Commission in ten days.

1. The Commission met in Executive Session with the City Attorney to discuss a modified proposed consent decree in the Officers for Justice versus the Civil Service Commission, et al matter. It was the decision of the Commission to approve the modified proposed consent decree. The Commission was polled in public and voted 3 to 0 to approve as follows: Commissioner Lowe: aye; Commissioner Powell: aye; Commissioner Tarantino: aye.
2. Due to the Washington's Birthday Holiday, the Commission rescheduled its next meeting to Tuesday, February 20, 1979 at 3:00 P.M. in the Lurie Room - Main Library.

CLASSIFICATION AND PAY:

1002-79 Classification of seven new positions in the Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate 7 new positions to Class 2310 Operating Room Technician (Sch. 29.3, \$402B482, 874M1048).
2. Amend Annual Salary Ordinance Sections 557010, 557012 and 557016 as follows:  
CREATE: 7 - 2310 Operating Room Technician (Sch. 29.3, \$402B482 874M1048)  
DELETE: 1 - 2322 Head Nurse (Sch. 39.8, \$652B788, 1418M1714)  
6 - 2302 Orderly (Sch. 27.6, \$372B446, 809M970)

The result of this classification action will result in a monthly salary savings of \$196.00 based on the maximum step.

1010-79 Classification of one new position, Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate one new budgeted position in Class 2320 Registered Nurse.
2. Amend Section 557012 and 557016 of the Annual Salary Ordinance as follows:



CLASSIFICATION AND PAY: (continued)

10-79  
ONT')

CREATE: 1 - 2320 Registered Nurse (Sch. 35.8, \$541B652, 1177M1418)

DELETE: 1 - 2302 Orderly (Sch. 27.6, \$372B446, 809M970)  
1 - 2312 Licensed Vocational Nurse (Sch. 29.0, \$396B475,  
861M1033)

This classification action will result in a yearly salary savings of \$7,020.00 at the maximum rate.

11-79

Classification of three new positions in the Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate 3 new positions to Class 2324 Nursing Supervisor (Sch. 40.8, \$684B826, 1488M1797).
2. Amend Section 557012 of the Annual Salary Ordinance as follows:

CREATE: 3 - 2324 Nursing Supervisor (Sch. 40.8, \$684B826, 1488M1797)

DELETE: 2 - 2368 Assistant Director of Nurses (Sch. 44.8, \$826B988,  
1797M2171)  
1 - 2322 Head Nurse (Sch. 39.8, \$652B788, 1418M1714)

The result of this classification will result in a yearly salary savings of \$7,980.00 based on the maximum step.

42-79

Establishment of a Court Alternative Specialist series of classes and classification of two newly budgeted positions (1978-79 budget).

Action: Adopt staff report.

1. Establish the following new classifications:
  - 1 - 8448 Court Alternative Specialist II (J Sch. 38.2, \$605B731, 1316M1590)
  - 1 - 8446 Court Alternative Specialist I (J Sch. 34.2, \$503B605, 1094M1316)
2. Classify one newly budgeted position in Class 8448 Court Alternative Specialist II and one position in Class 8446 Court Alternative Specialist I; Delete two positions enumerated in the budget as A101 Court Alternative Specialist I (JSch. 39.2, \$634B766, 1379M1666) and A102 Court Alternative Specialist II (J Sch. 37.2, \$578B697, 1257M1516)
3. Amend Section 111010 of the Annual Salary Ordinance.
4. Advise the department to submit a supplemental appropriation to adjust their budget. Based on the maximum step classification at these rates of pay instead of the budgeted rates will result in a salary savings of \$276.00 per month or \$3,312.00 per year.

43-79

Establishment of one new classification for the San Francisco Municipal Railway.

Action: Adopt staff report.

1. Establish new Class of 9195 Light Rail Vehicle Equipment Engineer. Set salary at a flat rate equal to the third step of Class 5256 Mechanical Engineer (In 1978-79 budget this would be \$956BW; in 1979-80 budget, based on the recent salary survey, this would be \$1042BW, \$2266M).
2. Advise the department to amend their 1979-80 budget accordingly.

49-79

Classification of seven positions authorized in the 1978-79 budget of the Department of Social Services.

Action: Adopt staff report.



CLASSIFICATION AND PAY: (continued)

049-79  
CONT')

1. Allocate positions as budgeted in the following classes:
  - 1 - 1654 Principal Accountant (Sch. Z 40.8, \$684B826, 1488M1797)
  - 2 - 1844 Senior Management Assistant (Sch. Z 37.9, \$596B721, 1296M1568)
  - 1 - 2905 Senior Eligibility Worker (Sch. 31.5, \$444B534, 966M1161)
2. Allocate budgeted positions in existing classifications as follows:
  - 1 - 1844 Senior Management Assistant (Sch. Z 37.9, \$596B721, 1296M1568) to Class 1842 Management Assistant (Sch. Z 34.9, \$519B625, 1129M1359).
  - 1 - A101 Director, Office of Program Evaluation and Support (J Sch. 44.9, \$830B1003, 1805M2182) to 1824 Principal Administrative Analyst (Sch. Z 45.1, \$838B1013, 1823M2203).
  - 1 - A102 Departmental Systems Management Officer (Sch. J,Z 43.9, \$792B956, 1723 M2079) to 1866 Systems and Procedures Supervisor (Sch. Z 44.0, \$796B961, 1731M2090).

These allocations represent a savings of \$177.00 per month or \$2,124.00 per year.
3. Amend specification for Class 1824 Principal Administrative Analyst.
4. Amend Annual Salary Ordinance Section 169010A to reflect these actions (remove "SC" symbol).
5. Advise department to submit a supplemental appropriation request to reflect the following budgetary changes:

CREATE:

- 1 - 1824 Principal Administrative Analyst (Sch. Z 45.1, \$838B1013, 1823M2203)
- 1 - 1842 Management Assistant (Sch. Z 34.9, \$519B625, 1129M1359)
- 1 - 1866 Systems and Procedures Supervisor (Sch. Z44.0, \$796B961, 1731M2090)

DELETE:

- 1 - A101 Director, Office of Program Evaluation and Support (J Sch. 44.9, \$830B1003, 1804M2182)
- 1 - A102 Departmental Systems Management Officer (Sch. J,Z 43.9, \$792B956, 1723M2079)
- 1 - 1844 Senior Management Assistant (Sch. 37.9, \$596B721, 1296M1568)

050-79

Request from the Mayor's Office to use the Staff Assistant series of classes in order to implement Federal Economic Development Grants.

Action: Adopt staff report. Authorize the utilization of Staff Assistant classifications for Economic Development Program Administrators as follows:

<u>CLASS</u>	<u>NAME</u>	<u>DURATION OF GRANT</u>	<u>POSITION</u>
9744 Staff Asst. VI (\$957BW)	Jerome A. Levine	Six month planning grant, subject to 6 month renewal	Program Manager. Private Sector Initiative Program.
9736 Staff Asst. II (\$544BW)	Ruth Kornhauser	11 months (funded through 12/31/79)	Special Assistant to President of Mayor's Economic Development Advisory Council.
9736 Staff Asst. II (\$544BW)	Jacklyn Jordan	11 months (funded through 12/31/79)	Project Coordinator Business Revitalization Loan Program.
9734 Staff Asst. I (\$474BW)	Myron Berkman	11 months (funded through 12/31/79)	Project Coordinator, Project Dolores.

The staff and department will begin work to classify these positions.





CLASSIFICATION AND PAY: (continued)

488-78 Reconsideration of Civil Service Commission action of November 6, 1978:  
Classification of one new position at the San Francisco Unified School District.

November 6, 1978: Deny staff report.

Action: 1. Rescind action of November 6, 1978.

2. Adopt staff report.

3. Classify one new position in Class 1654 Principal Accountant (Sch. 40.8. \$684B826, 1488M1797). Funding of this position was previously authorized in the School District's budget.

4. Advise the San Francisco Unified School District to amend its Annual Salary Resolution.

499-78 Survey of two Electronic Data Processing series of classifications: Electronic Data Processing Operator series and Control Clerk series; as amended, following meetings with the Department and the Union.

November 6, 1978: Off calendar. Interested parties to submit written statements within two weeks.

Action: Adopt staff report.

1. Adopt retitled and amended specifications for the following classes and grant status to permanent incumbents in these classes. Classes so designated are as follows:

<u>CURRENT CLASS TITLE</u>	<u>NEW CLASS TITLE</u>
1734 Electronic Data Processing Equipment Operator Trainee	1734 Computer Operator I
1736 Electronic Data Processing Equipment Operator	1736 Computer Operator II
1737 Sr. Electronic Data Processing Equipment Operator	1737 Senior Computer Operator
1738 Electronic Data Processing Shift Supervisor	1738 Computer Operations Shift Supervisor
1739 Manager, Electronic Data Processing Operations Division	1739 Computer Operations Supervisor II
1741 Sr. Electronic Data Processing Shift Supervisor	1741 Computer Operations Supervisor I

2. Amend class specifications for the following classes: 1853 Control Clerk, EDP; 1855 Senior Control Clerk, EDP; and 1858 Control Supervisor, EDP; continue status of permanent incumbents in these classes.

3. Establish the following new classes:

- 1731 Computer Operator Trainee (J \$374 flat)
- 1780 Assistant Chief, Computer Operations and Support Services (Sch. J,Z 44.0, \$1731M2090)
- 1860 Computer Operations Support Supervisor (Sch J,Z 41.5, \$707B854, 1538M1857)

4. Allocate two positions in Class 1866 Systems and Procedures Supervisor to the new Class 1780 Assistant Chief, Computer Operations and Support Services; allocate two positions in Class 1739 Computer Operations Supervisor to the new Class 1860 Computer Operations Support Supervisor. Grant status in the new class to incumbents in the positions to be re-allocated. This action results in no change in costs.

5. Abolish the following class when the incumbents are not adversely affected:  
Class 1856 Assistant Control Supervisor, EDP



CLASSIFICATION AND PAY: (continue)

499-78  
CONT')

6. Amend Annual Salary Ordinance Sections 124010 and 706010 to reflect the recommendations contained in report. Advise the San Francisco Unified School District and the San Francisco Community College District to amend their Annual Salary Resolutions to reflect the retiling of classifications. Adoption of this report will not result in any additional costs.

500-78

Survey of five positions in Class 1722 Tabulating Machine Operator.

November 6, 1978: Off calendar. Interested parties to submit written statements within two weeks.

Action: Adopt staff report.

1. Reclassify five positions in Class 1722 Tabulating Machine Operator to Class 1734 Computer Operator I.

2. Grant status in Class 1734 Computer Operator 1 to:

Richard Kekule 1722 Tabulating Machine Operator (Controller's Office)

Azhar Yazdanie 1722 Tabulating Machine Operator (Controller's Office)

Guillermo Guray 1722 Tabulating Machine Operator (Port)

Robert Marchesi 1722 Tabulating Machine Operator (Port)

Paula Sheldan 1722 Tabulating Machine Operator (Port)

This represents no change in costs since the rate of pay for both classes is salary schedule 28.7 (\$391B469, 850M1020).

3. Abolish Class 1722 Tabulating Machine Operator.

4. Amend Annual Salary Ordinance Sections 124010 and 775010A to reflect this action.

5. Advise the Controller's E.D.P. and the Port to submit supplemental appropriation requests.

502-78

Survey of one vacant position in Class 7120 Building and Grounds Maintenance Superintendent at the California Academy of Sciences.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 7120 Building and Grounds Maintenance Superintendent (Sch. 46.1, \$878B1062, 1910M2310) to Class 7205 Chief Stationary Engineer (Sch. 43.1, \$762B920, 1657M2001). This classification action will result in a salary savings of \$309.00 per month or \$3708.00 per year based on the fifth step.

2. Amend Annual Salary Ordinance Section 213011 accordingly.

IN-SERVICE ACTIVITIES:

023-79

Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist, Coroner's Office.

Action: Adopt staff report. Approve the permanent appointment of Peter Speth, M.D. at Step 5 in the compensation schedule established for Class 2230 Physician Specialist pending the Controller's certification that funds are available.

030-79

Employment status of Betty Rodgers, 1430 Transcriber Typist, Juvenile Court.

Action: Adopt staff report. Bar Betty Rogers from future employment in Class 1430 Transcriber Typist at Juvenile Court.



IN-SERVICE ACTIVITIES: (continued)

- 047-79 Appeal of denial of educational leave from Paul Robins, Class 1406 Senior Clerk, Public Utilities Commission, San Francisco Municipal Railway.
- Action: Adopt staff report. Deny request for educational leave for Paul Robins, Class 1406 Senior Clerk, Public Utilities Commission, San Francisco Municipal Railway.
- 049-79 Appeal of denial of request for leave of absence to accept a temporary position in higher classification from Marshall Dixon, Class 1404 Clerk, Department of Public Health, San Francisco General Hospital/Medical Center.
- Action: Adopt staff report. Approve request for leave of Marshall Dixon, Class 1404 Clerk to accept temporary position in Class 2903 Eligibility Worker, Department of Social Services.
- 050-79 Request for authorization to effect an internal transfer of funds, Civil Service Commission.
- Action: In accordance with Charter Section 6.205, approve a transfer of funds in the Amount of \$566.00 from Material and Supplies account to Equipment account to purchase two replacement tape recorders.
- 051-79 Request for Supplemental Appropriation, Civil Service Commission, for Fingerprint Processing Fees.
- Action: Approve and forward to the Office of the Mayor.
- 065-79 Emergency Supplemental Appropriation Request, Police and Fire Examination, Notice of Pendency of Class Action and Notice of Proposed Settlement Thereof (Officers for Justice versus Civil Service Commission, et al.)
- Action: Approve and forward to the Office of the Mayor.
- 444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.
- November 20, 1978: Over to the meeting of December 4, 1978.
- December 4, 1978: Over to the meeting of December 18, 1978.
- December 18, 1978. Over to the meeting of January 8, 1979.
- January 8, 1979: Over to the meeting of January 22, 1979. Staff to make certain records available at the meeting.
- January 22, 1979: Over to the meeting of February 5, 1979.
- Action: Over to the meeting of February 20, 1979.
- 647-78 Request for appointment above the entrance rate for employee in Class 1865 Systems and Procedures Supervisor, Special Project, Controller's Office.
- Action: Adopt staff report. Approve the permanent appointment of Lovell Bonnie at Step 5 in the compensation schedule established for Class 1865 Systems and Procedures Supervisor, Special Project, pending the Controller's certification that funds are available.

MISCELLANEOUS:

- 002-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	2467 - 2482	5081 - 5100
	2831 - 2840	5868 - 5870
	5035 - 5079	8248 - 8264

Action: Approve.



MISCELLANEOUS: (continue)

003-79 Request from the Department of Public Health to back-date requisitions:

T-85580	2586 Health Worker II	12/21/78
T-85581	2586 Health Worker II	12/21/78
T-85582	2586 Health Worker II	12/21/78
T-85583	2586 Health Worker II	12/21/78
T-85584	2586 Health Worker II	12/21/78

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

014-79 Appeal of staff's denial of protest in the Athletic Performance Test for Class 9210 Airport Police Officer.

Action: Adopt staff report. Deny appeal of Luise Hendleman due to untimely submission of protest.

018-79 Cancellation of Class 6102 Rodent Control Technician Entrance Examination Announcement, Department of Public Health, Decentralized Personnel Unit.

Action: Adopt staff report. Cancel the Class 6102 Rodent Control Technician entrance examination announcement issued May 6, 1977.

369-78 Reconsideration of Civil Service Commission action of November 20, 1978:  
Appeal of staff's denial of protest regarding challenge of eligible in examination for Class 8324 Supervising Counselor, Juvenile Hall.

November 20, 1978: Adopt staff report. Deny appeal of Richard Perino. Adopt eligible list.

Action: Over to the meeting of February 20, 1979.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 5, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5009-79 Reconsideration of Civil Service Commission action of January 8, 1979:  
Percy Kim, 7560 Field Conservation Aide, CETA, Recreation and Park Department,  
12/4/78.

January 8, 1979: Approve. Cancel all current examination and eligibility  
status. Future employment subject to review and approval  
of the General Manager, Personnel after satisfactory com-  
pletion of one year's work experience outside the City  
and County service.

Action: Sustain action of January 8, 1979.

5010-79 Nelson Delgado, 2760 Laundry Worker, CETA, Department of Public Health,  
San Francisco General Hospital/Medical Center, 1/5/79.

Action: Approve. Cancel all current examination and eligibility status. Future  
employment subject to review and approval of the General Manager, Personnel  
after satisfactory completion of one year's work experience outside the  
City and County service.

5011-79 Fenola Long, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital,  
12/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future  
employment subject to review and approval of the General Manager, Personnel  
after satisfactory completion of one year's work experience outside the  
City and County service.

5012-79 Percel Costello, 7560 Field Conservation Aide, CETA, Public Utilities Commission,  
San Francisco Municipal Railway, 1/15/79.

Action: Approve. Cancel all current examination and eligibility status. Future  
employment subject to review and approval of the General Manager, Personnel  
after satisfactory completion of one year's work experience outside the  
City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5013-79 Martha Kohte, 1444 Clerk Stenographer, 3/E-291, Airports Commission, 12/29/78.

Action: Return name to list of eligibles under waiver of certification until  
medically cleared by the Civil Service Commission Medical Examiner.  
Not to be employed again by the Airports Commission.

5014-79 Elaine B. Green, 1430 Transcriber Typist, 1/E-49, City Attorney's Office, 1/16/79.

Action: Return name to list of eligibles. Not to be employed again by the  
City Attorney.

5015-79 Elna D. Allen, 2312 Licensed Vocational Nurse, 12/E72, Department of Public Health,  
San Francisco General Hospital/Medical Center, 1/4/79.

Action: Dismiss from the service. Cancel all current examination and eligibility  
status. Future employment subject to review and approval of the General  
Manager, Personnel after satisfactory completion of one year's work expe-  
rience outside the City and County service.



TERMINATION OF PROBATIONARY APPOINTMENTS: (continue)

5016-79 Vandy Phillips, Q2 Police Officer, 353/E-90M, Police Department, 1/18/79.

Action: Dismiss from the Service. No future employment as a member of the uniformed ranks of the San Francisco Police Department.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5017-79 Sylvester Johnson, 2718 Custodial Supervisor I, 15/P-8, Airports Commission, 1/30/79.

Approve. Approve.. Reinstate to a position in Class 2726 School Custodial Assistant Supervisor, San Francisco Unified School District. Return name to list for Class 2718 Custodial Supervisor I. No future employment with the Airports Commission.

RESIGNATION:

5018-79 Marily Price, 1424 Clerk Typist, 74/E-204, District Attorney's Office, 12/19/78.

January 22, 1979: Over to the meeting of February 5, 1979.

Action: Approve. Eligible for reappointment under Rule 13. Not to be employed again by the Office of the District Attorney.

5019-79 Robert Simpson, 4324 Parking Meter Collector, 3/E-2, Finance and Records, 12/14/78.

Action: Approve. No future employment with the City and County of San Francisco.

5020-79 Jackaline Fort, 1708 Senior Telephone Operator, 1/P-1, Department of Public Health, San Francisco General Hospital/Medical Center, 12/26/78.

Action: Approve.

5021-79 Jack Young, Q2 Police Officer, 580/E-90M, Police Department, 1/17/79.

Action: Approve. No future employment as a member of the uniformed ranks of the San Francisco Police Department.

APPEAL OF AUTOMATIC RESIGNATIONS:

5022-79 Alan Silverstein, 8320 Counselor, 34/E-20, Juvenile Court, 1/3/79.

Action: Deny appeal. Approve automatic resignation.

5023-79 Charles Parker, 1404 Clerk, TLT, Mayor's Office of Employment and Training, 1/3/79.

Action: Over to the meeting of February 20, 1979.

5024-79 Craig K. Smith, 2708 Custodian, 142/E-57, Recreation and Park Department, 1/9/79.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continue)

5025-79 Arthur Panlasigui, 8226 Museum Guard, CETA, Fine Arts Museum, 12/29/79.

January 22, 1979: Over to the meeting of February 5, 1979.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA. Not to be employed again by the Fine Arts Museums.

\*\*\*\*\*



SF  
C65  
#5

2/20/79

*Calendar - Meeting Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 20, 1979 - 3:00 P.M.

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Lowe  
Commissioner Powell  
Excused: Commissioner Alioto  
Commissioner Tarantino presided.

FEB 28 1978

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of February 5, 1979.

Action: Approve.

IN-SERVICE ACTIVITIES:

- 2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.
- November 20, 1978: Over to the meeting of December 4, 1978.
- December 4, 1978: Over to the meeting of December 18, 1978.
- December 18, 1978: Over to the meeting of January 8, 1979.
- January 8, 1979: Over to the meeting of January 22, 1979. Staff to make certain records available at the meeting.
- January 22, 1979: Over to the meeting of February 5, 1979.
- February 5, 1979: Over to the meeting of February 20, 1979.
- Action: Adopt staff report. Deny appeal of Joseph P. Manett.
- 2034-79 Request for appointment above the entrance rate for employee in Class 1863 Senior Systems and Procedures Analyst, Special Project, Public Utilities Commission.
- Action: Adopt staff report. Approve the permanent appointment of Steve Ngwai at Step 4 in the compensation schedule established for Class 1863 Senior Systems and Procedures Analyst, Special Project, pending the Controller's certification that funds are available.
- 2044-79 Request for appointment above the entrance rate for employee in Class 8146 Investigator, District Attorney's Office.
- Action: Adopt staff report. Approve the permanent appointment of Francis J. McGinty at Step 3 in the compensation schedule established for Class 8146 District Attorney's Investigator pending Controller's certification that funds are available.
- 2055-79 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist, Department of Public Health.
- Action: Adopt staff report. Approve the permanent appointment of Morgan Jackson, M.D. at Step 4 in the compensation schedule established for Class 2230 Physician Specialist, pending the Controller's certification that funds are available.



IN-SERVICE ACTIVITIES: (continue)

- 2058-79 Request permission to work temporary in Class 2323 Clinical Nurse while serving probation in Class 2320 Registered Nurse, Department of Public Health, San Francisco General Hospital/Medical Center.
- Action: Adopt staff report. Approve request that Jan Sinclair, Class 2320 Registered Nurse, San Francisco General Hospital, serve her probation while employed in Class 2323 Clinical Nurse Specialist.
- 2066-79 Request for appointment above the entrance rate for employee in Class 5354 Electrical Engineering Associate 1, Department of Public Works.
- Action: Adopt staff report. Approve the permanent appointment of Beatrice B. Bertilino at Step 5 in the compensation schedule established for Class 5354 Electrical Engineering Associate 1 pending the Controller's certification that funds are available.
- 2078-79 Establishment of Fingerprint Processing Fees in accordance with Administrative Code Section 8.26.
- Action: Adopt staff report. Establish the following fees for fingerprint processing:
1. \$6.11 for fee paid by check or moneyorder.
  2. \$6.22 for fee paid by payroll deduction.
- 2545-78 Appeal of the Department of Public Health's denial of Sick Leave with pay by Diane Hunter, Class 2816 Chief, Records and Statistics.
- Action: Adopt staff. Deny appeal of Diane Hunter.

CLASSIFICATION AND PAY:

- 1058-79 Request to classify five budgeted positions (1978-79 budget) for the Police Department, Records Division and Permits Division.
- Action: Adopt staff report.
1. Classify five new positions in Class 1408 Principal Clerk (Sch. 31.8, \$449B541, 977M1177).
  2. Amend Annual Salary Ordinance Section 161011 accordingly and remove "SC" symbol. There is no additional cost since the funding was previously authorized in the Annual Budget.
- 1068-79 Request for additional stand-by personnel, Public Utilities Commission, San Francisco Water Department.
- Action: Adopt staff report. Approve the addition of one stand-by crew for the San Francisco Water Department, City Distribution Division in accordance with the provisions of Salary Standardization Ordinance Section IV.H, consisting of :
- 1 - 7250 Utility Plumber Supervisor 1
  - 1 - 7388 Utility Plumber
  - 1 - 7463 Utility Plumber Apprentice
- Pending the Controller's certification that funds are available.
- 1069-79 Establishment of a new classification and classification of five budgeted positions (1978-79 budget) in the San Francisco Police Department.
- Action: Adopt staff report.





CLASSIFICATION AND PAY: (continue)

- 1069-79 (CONT')      1. Establish new Class 8239 Senior Police Communications Dispatcher (J, Sch. 34.8, \$517B622, 1124M1353).
2. Classify five newly budgeted positions in Class 8239 Senior Police Communications Dispatcher and delete five new positions enumerated in the budget as A110 Senior Police Communications Dispatcher (J, Sch. 34.8, \$517B622, 1124M1353).
3. Amend Section 161011 of the Annual Salary Ordinance to remove the "SC" symbol.
- 1073-79      Amendment to the specification for Class 2970 Director of Administrative Services, Department of Social Services.
- Action: Adopt staff report. Amend the specification for Class 2970 Director of Administrative Services, Department of Social Services. The amendments result in no change in costs.
- 1075-79      Subjects arising out of Salary Standardization for 1979-80, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission's staff by departments and employee organizations in meet and confer sessions.
- Action: Adopt staff report as amended deleting the recommendation regarding the Parking Meter Repairer. (Vote of 3 to 1: Commissioner Salomon dissents)
- 1593-78      Survey of one vacant position in Class 7349 Steamfitter Assistant Supervisor at the San Francisco International Airport.
- Action: Adopt staff report.
1. Reclassify one vacant position in Class 7349 Steamfitter Assistant Supervisor (Sch. 43.3, \$769B929, 1673M2021) to Class 7248 Steamfitter Supervisor II (Sch. 45.5, \$854B1032, 1857M2245). This represent an increase of \$224.00 per month based on the fifth step of both positions. The department will submit a supplemental appropriation request.
2. Amend Annual Salary Ordinance Section 725011 to reflect this action:

MISCELLANEOUS:

- 3004-79      From the heads of various departments requesting authorization to make non-civil service appointmants.

Oral Authorization Numbers:	2483 - 2506	5871 - 5872
	2841 - 2848	8265 - 8286
	5101 - 5171	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40369-78      Reconsideration of Civil Service Commission action of November 20, 1978. Appeal of staff's denial of protest regarding challenge of eligible in examination for Class 8324 Supervising Counselor, Juvenile Hall.
- November 20, 1978: Adopt staff report. Deny appeal of Richard Perino. Adopt eligible list.
- February 5, 1979: Over to the meeting of February 20, 1979.
- Action: Over to the meeting of March 5, 1979.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 20, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5026-79 Tyrone E. Cannon, 7410 Automotive Service Worker, 110/E-6, Public Utilities Commission, San Francisco Municipal Railway, 1/28/79.

Action: Approve. Return name to list. Not to be employed again by the Public Utilities Commission. (Vote of 3 to 1: Commissioner Salomon dissents)

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5027-79 Paul Loughrey, 9910 Public Service Trainee, CETA, Police Department, Municipal Transit Security Force, 1/17/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5028-79 Patsy Nash, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 12/20/78.

Action: Approve without prejudice.

5029-79 Joe J. Woodard, 7560 Field Conservation Aide, CETA, Department of Public Works, 1/10/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5030-79 Wayne Johnson, 1404 Clerk, CETA, Department of Social Services, 2/5/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service. The General Manager, Personnel is directed to fully investigate and evaluate the circumstances surrounding this termination before future clearance.

5031-79 Eddie Morgan, 1840 Junior Management Assistant, TLT, Mayor's Office, 2/20/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5032-79 Opal Kitchen, 9971 Community Worker, TLT, Mayor's Office, 2/20/79.

Action: Off calendar.

5033-79 Gerry Wolfe, 9740 Staff Assistant IV, TLT, Mayor's Office, 2/20/79.

Action: Over to the meeting of March 5, 1979. (Vote of 3 to 1: Commissioner Tarantino dissents)



TERMINATION OF LIMITED TENURE APPOINTMENTS: (continue)

5034-79 Ellen Shipp, 1424 Clerk Typist, CETA, Mayor's Office of Employment and Training, 1/11/79.

Action: Over to the meeting of March 5, 1979.

5035-79 Poland Hung Tam, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, Public Service Employment Program, 1/29/79.

Action: Over to the meeting of March 5, 1979.

RESIGNATIONS:

5036-79 Sean Curry, 1424 Clerk Typist, 7/E-204, Police Department, 12/28/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Police Department.

5037-79 William Wasley, Q2 Police Officer, 83/E-34, Police Department, 1/24/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Police Department.

APPEAL OF AUTOMATIC RESIGNATIONS:

5038-79 Charles Parker, 1404 Clerk, TLT, Mayor's Office of Employment and Training 1/3/79.

February 5, 1979: Over to the meeting of February 20, 1979.

Action: Deny appeal. Approve automatic resignation.

5039-79 Anthony Bournellis, 2604 Food Service Worker, V1/E4, Department of Public Health, Laguna Honda Hospital, 1/23/79.

Action: Grant appeal. Reinstate to position on condition he participate in a rehabilitation program and that a monthly status report be submitted to the Assistant Secretary, Civil Service Commission by a program official.

5040-79 Rayfield C. Hungsinger, 5265 Architectural Associate 1, 2/E-2, Public Utilities Commission, San Francisco Municipal Railway, 1/19/79.

Action: Approve resignation without prejudice to future employment including the right to request reappointment under Rule 13.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5041-79 Quindena Dudley, 1444 Clerk Stenographer, TLT, Mayor's Office, 2/20/79.

Action: Over to the meeting of March 5, 1979. (Vote of 2 to 2: Commissioners Tarantino and Powell dissent - Commissioner Salomon moved that the matter be carried over under Rule 5, Section 5.05.)

\*\*\*\*\*



CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

FEBRUARY 16, 1979

10:00 A.M.  
Room 228  
City Hall

Present: Commissioner Salomon  
Commissioner Tarantino  
Commissioner Lowe  
Commissioner Salomon presided.

SC78-9 Proposed Annual Supplementary Affirmative Action Plan for Equal Opportunities.

March 20, 1978: Refer to the Standing Committee on Charter and Rules  
Revision to conduct public hearing. (CSC)

November 17, 1978: Over to a meeting to be scheduled approximately  
Mid-January, 1979. Interested parties to submit  
written comments and proposals which are to be  
available for a period of review and comment  
before the next meeting. (SC)

February 5, 1979: The Commission directed that the proposed Supplementary  
Affirmative Action Plan for Equal Opportunities be  
called out of Committee and further directed the General  
Manager, Personnel to schedule this matter for a Special  
Meeting of the full Commission in ten days. (CSC)

Action: 1. Adjourn meeting to Tuesday, February 20, 1979 at the conclusion  
of regular meeting of the Commission.  
2. Forward to the full Commission for adoption at a Special  
Meeting.





CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

FEBRUARY 20, 1979

6:30 P.M.  
Lurie Room  
Main Library

Present: Commissioner Salomon  
Commissioner Tarantino  
Commissioner Lowe  
Commissioner Salomon presided.

SC78-9 Proposed Annual Supplementary Affirmative Action Plan for Equal Opportunities.

March 20, 1978: Refer to the Standing Committee on Charter and Rules  
Revision to conduct public hearing. (CSC)

November 17, 1978: Over to a meeting to be scheduled approximately  
Mid-January, 1979. Interested parties to submit  
written comments and proposals which are to be  
available for a period of review and comment  
before the next meeting. (SC)

February 5, 1979: The Commission directed that the proposes Supplementary  
Affirmative Action Plan for Equal Opportunities be called  
out of Committee and further directed the General Manager,  
Personnel to schedule this matter for a Special Meeting  
of the full Commission in ten days. (CSC)

February 16, 1979: 1. Adjourn meeting to Tuesday, February 20, 1979 at  
the conclusion of regular meeting of the Commission.

2. Forward to the full Commission for adoption at a  
Special Meeting.

Action: Forward to the full commission without recommendation both the staff  
proposal and the proposal submitted by Commissioner Salomon. Special  
Meeting of the full Commission to be held on Wednesday, February 28, 1979  
at 5:30 P.M. in the Lurie Room, Main Library, Larkin at McAllister  
Street.



SF  
265  
5  
128/79  
rec'd

# SAN FRANCISCO CIVIL SERVICE COMMISSION

Joseph C. Tarantino  
Darrell J. Salomon  
Frank N. Alioto  
Rolland C. Lowe, M.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh      General Manager, Personnel

# SPECIAL MEETING

Calendar  
Actions taken

FEBRUARY 28, 1979

5:30 P.M.

Lurie Room  
Main Library

MAR 26 1979

DOCUMENTS DEPT  
S.F. PUBLIC LIBRARY

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Lowe  
Excused: Commissioner Alioto  
Commissioner Powell  
Commissioner Tarantino presided.

## ANNOUNCEMENTS:

The application period for Class Q2 Police Officer has been extended through March 23, 1979.

## SPECIAL ORDER OF BUSINESS:

From Commission Darrell J. Salomon: Request that the Civil Service Commission proceed to hear and determine charges against an employee of the Fine Arts Museums pursuant to Charter Section 8.341 and that the matter be referred to the Standing Committee for a Preliminary Inquiry.

Action: Refer to the Standing Committee for a Preliminary Inquiry.  
(Vote of 2 to 1: Commissioner Lowe dissents.)

## IN-SERVICE ACTIVITIES:

- 2079-79      Proposed Annual Supplementary Affirmative Action Plan for Equal Employment Opportunities.
- March 20, 1978:      Refer to the Standing Committee on Charter and Rules Revision to conduct public hearing. (CSC)
- November 17, 1978:      Over to a meeting to be scheduled approximately Mid-January, 1979. Interested parties to submit written comments and proposals which are to be available for a period of review and comment before the next meeting. (SC)
- February 5, 1979:      The Commission directed that the proposed Supplementary Affirmative Action Plan for Equal Opportunities be called out of Committee and further directed the General Manager, Personnel to schedule this matter for a Special Meeting of the full Commission in ten days. (CSC)
- February 16, 1979:      1. Adjourn meeting to Tuesday, February 20, 1979 at the conclusion of regular meeting of the Commission.  
2. Forward to the full Commission for adoption at a Special Meeting. (SC)



IN-SERVICE ACTIVITIES: (continue)

2079-79 February 20, 1979: Forward to the full Commission without recommendation  
(CONT') both the staff proposal and the proposal submitted  
by Commissioner Salomon. Special Meeting of the full  
Commission to be held on Wednesday, February 28, 1979  
at 5:30 P.M. in the Lurie Room, Main Library, Larkin  
at McAllister Street.

Action: Over to a subsequent meeting in order to allow sufficient time  
time for interested parties to review a recent joint proposal  
from Commissioner Lowe and Commissioner Salomon and to permit  
the Standing Committee to conduct a public hearing on this and  
other proposals.



CF  
C65  
#5  
2/5/79

*= C.C. - Action Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 5, 1979 - 2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Alioto  
Commissioner Lowe  
Commissioner Powell  
Commissioner Tarantino presided.

MAR 14 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of February 20, 1979.

Action: Approve.

ANNOUNCEMENTS: The application period for Class Q2 Police Officer has been extended through March 23, 1979.

CLASSIFICATION AND PAY:

1078-79 Request to classify five positions authorized in the 1978-79 budget of the Police Department, Property Control Division.

Action: Adopt staff report.

1. Allocate four new positions as budgeted in the following classes:

3 - 1934 Storekeeper (Sch. 30.3, \$420B505, 914M1098)  
1 - 1936 Senior Storekeeper (Sch. 32.8, \$471B567, 1024M1233)

2. Allocate one position enumerated in the budget as A108 Property Manager (Sch. 39.1, \$631B762, 1372M1657) to existing Class 1938 Stores and Equipment Assistant Supervisor (Sch. 35.8, \$541B652, 1177M1418).
3. Amend specification for Class 1938 Stores and Equipment Assistant Supervisor.
4. Amend Annual Salary Ordinance Section 161011 accordingly (remove "SC" symbol).
5. Advise Police Department to submit a supplemental appropriation to adjust their budget. This action will result in a salary savings of \$239.00 monthly or \$2, 868.00 yearly at the maximum step.

1079-79 Classification of one position at the Port of San Francisco.

Action: Adopt staff report.

1. Classify one position in Class 1270 Departmental Personnel Officer (Sch. 41.1, \$694B838, 1409M1823) at the Port of San Francisco. Port Management is deleting one vacant position in Class 1202 Personnel Clerk (Sch. 27.3, \$367B440, 798M957). The Mayor's Office has approve a supplemental appropriation to cover the cost of re-instating the 1270 Departmental Personnel Officer position.
2. Amend Annual Salary Ordinance Section 775010B to reflect this action.





CLASSIFICATION AND PAY: (continue)

- 1084-79 Classification of two budgeted positions for the San Francisco International Airport.
- Action: Adopt staff report.
1. Classify two newly budgeted position in Class 9220 Airport Operations Supervisor (Sch. 42.7, \$748B903, 1627M1964).
  2. Amend Annual Salary Ordinance Section 725010C administratively by removing the "SC" symbol.
- 1089-79 Appeal of staff's denial of request of Local 400 Management Assistant Unit regarding Salary Standardization for Benchmark 1822 Administrative Analyst.
- Action: Refer to staff for further evaluation.
- 1090-79 Requests from various departments for the suspension of the provision of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" symbol.
- Action: Adopt staff report. Approve request to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in designated classifications.
- 1091-79 Request from the Public Utilities Commission to utilize a class in the Staff Assistant, Special Project, series of classes for a three month temporary appointment.
- Action: Adopt staff report. Authorize utilization of Class 9758 Staff Assistant XIII, Special Project, through May 31, 1979; Approve the temporary appointment of Richard Sklar.
- 1494-79 Request for reconsideration of Civil Service Commission action of November 6, 1978: Survey of one position in Class 1880 Chief of Systems in the Public Utilities Commission Computer Center.
- November 6, 1978: Deny staff report.
- Action: Sustain action of November 6, 1978. (Vote of 3 to 2: Commissioners Lowe and Powell dissent)

IN-SERVICE ACTIVITIES:

- 2048-79 Appeal of staff's denial of request for educational leave from Willie Jean Peck, 1426 Senior Clerk Typist, San Francisco Unified School District.
- Action: Adopt staff report. Deny appeal of Willie Jean Peck.
- 2060-79 Request for appointment above the entrance rate for employee in Class 8348 Undersheriff.
- Action: Adopt staff report. Approve the permanent appointment of Charles Smith at Step 3 in the compensation schedule established for Class 8348 Undersheriff pending the Controller's certification that funds are available.
- 2062-79 Request for Assault Pay from Willie Eashman, Class 7410 Automotive Service Worker, San Francisco Municipal Railway.
- Action: Adopt staff report. Deny request for assault pay of Willie Eashman.



IN-SERVICE ACTIVITIES: (continue)

2101-79 Request for Exception to the Order of Lay-Off in Class 2250 Director of Clinical Services, Department of Public Health.

Action: Over to the meeting of March 19, 1979.

2637-78 Request for appointment above the entrance rate for employee in Class 1446 Senior Clerk Stenographer, Mayor's Office of Community Development.

Action: Adopt staff report. Deny request for appointment above the entrance rate of Ella Brown.

MISCELLANEOUS:

3005-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	2507 - 2524	5873 - 5875
	2849 - 2853	8287 - 8312
	5172 - 5214	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40055-79 Appeal of staff's denial of protest on ratings in the H20 Lieutenant and H30 Captain examinations.

Action: 1. Deny all protests concerning all key answers.  
2. Adopt list for Class H30 Captain as amended.  
3. Consideration of other matters relative to the examination for Class H20 Lieutenant over to a Special Meeting on Friday, March 9, 1979 at 9:00 A.M. in the Department of Public Health Auditorium.

40056-79 Appeal of staff's denial of protests on the provisions of the examination announcement for Class Q2 Police Officer.

Action: Adopt staff report.

40057-79 Appeal of staff's denial of protests of terms of the entrance announcement for Class 2940 Child Welfare Worker. (DSS Decentralized Personnel Unit)

Action: 1. Grant appeal of Claude Delvanthal. The Commission stipulated that this action is applicable to the appellant only.  
2. Deny appeal of Cameron Thompson.

40369-78 Reconsideration of Civil Service Commission action of November 20, 1978: Appeal of staff's denial of protest regarding challenge of eligible in examination for Class 8324 Supervising Counselor, Juvenile Hall.

November 20, 1978: Adopt staff report. Deny appeal of Richard Perino.

February 5, 1979: Over to the meeting of February 20, 1979.

February 20, 1979: Over to the meeting of March 5, 1979.

Action: Sustain action of November 20, 1978.



RECRUITMENT AND EXAMINATIONS: (continue)

40065-79 Q2 Police Officer - Authorizing the General Manager, Personnel to enter into an agreement with International Business Machines Corporation for the purpose of having special answer sheets for the Audio-visual test reproduced.

Action: Authorize the General Manager, Personnel to enter into an agreement with the International Business Machines Corporation, relative to warranting that IBM will be held harmless in the event that a third party copyright may apply or is alleged to apply to the Q2 Police Officer answer sheet to be used for the April 7, 1979 examination.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 5, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

5042-79 Armando Cordoba, Q2 Police Officer, 495.5/E-90, Police Department, 1/24/79.

Action: Over to the meeting of March 19, 1979.

5043-79 Peter J. Whitcomb, Q2 Police Officer, 587/E-90, Police Department, 1/24/79.

Action: Over to the meeting of March 19, 1979.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5044-79 Quindena Dudley, 1444 Clerk Stenographer, TLT, Mayor's Office 2/20/79.

February 20, 1979: Over to the meeting of March 5, 1979. (Vote of 2 to 2: Commissioners Tarantino and Powell dissent - Commissioner Salomon moved that the matter be carried over under Rule 5, Section 5.05.)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5045-79 Gerry Wolfe, 9740 Staff Assistant IV, TLT, Mayor's Office, 2/20/79.

February 20, 1979: Over to the meeting of March 5, 1979. (Vote of 3 to 1: Commissioner Tarantino dissents)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5046-79 Ellen Shipp, 1424 Clerk Typist, CETA, Mayor's Office of Employment and Training, 1/11/79.

February 20, 1979: Over to the meeting of March 5, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5047-79 Poland Hung Tam, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, Public Service Employment Program, 1/29/79.

February 20, 1979: Over to the meeting of March 5, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.





TERMINATION OF LIMITED TENURE APPOINTMENTS: (continue)

5048-79 Mary Lou Simpson, 2708 Custodian, TLT, Airports Commission, 2/1/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5049-79 Ivery McFarland, 1424 Clerk Typist, CETA, Civil Service Commission 2/21/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner. Not to be employed again by the Civil Service Commission.

5050-79 Eloise Dorsey, 1424 Clerk Typist, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 1/5/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5051-79 Diane Gordon, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 1/23/79

Action: Over to the meeting of March 19, 1979.

5052-79 Marvin Williams, 2736 Porter, CETA, Department of Public Health, San Francisco General Hospital/Medical Center 2/13/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5053-79 Elaine P. Bryant, 8440 Probation Officer, 5/E-2, Adult Probation Department, 2/15/79.

Action: Return name to list. No future employment with the Adult Probation Department.

RESIGNATIONS:

5054-79 Steven Lopez, Q2 Police Officer, 615/E-90M, Police Department, 2/9/79.

Action: Approve. Not to be employed again by the San Francisco Police Department. (Vote of 3 to 2: Commissioners Salomon and Lowe dissent)

5055-79 Nicholas J. Mahoney, Q2 Police Officer, 8/E-41, Police Department, 2/7/79.

Action: Approve. Not to be employed again by the San Francisco Police Department.

5056-79 Daniel Sheridan, Q2 Police Officer, 429/E-90, Police Department, 1/30/79.

Action: Approve. Not to be employed again by the San Francisco Police Department.

5057-79 Peggy Jackson, 1708 Senior Telephone Operator, 8/E-4 Department of Public Health, San Francisco General Hospital/Medical Center, 1/7/79.

Action: Approve. Not to be employed again by the Department of Public Health.



RESIGNATIONS: (continue)

5058-79 Mary E. Wilson, 1708 Senior Telephone Operator, 4/E-4, Department of Public Health, San Francisco General Hospital/Medical Center, 1/12/79.

Action: Approve. Not to be employed again by the Department of Public Health.

5059-79 Thomas Neal, 7376 Sheet Metal Worker, 3/E-3, San Francisco Port Commission, 2/15/79.

Action: Approve. Not to be employed again by the San Francisco Port Commission.

APPEAL OF AUTOMATIC RESIGNATION:

5060-79 Wilfred L. Mapes, 1404 Clerk, CETA, Police Department, 2/9/79.

Action: Over to the meeting of March 19, 1979.

5061-79 Garland E. Steuben, 9102 Transit Car Cleaner, 22/E-3, Public Utilities Commission, San Francisco Municipal Railway, 1/30/79.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position without back pay.

\*\*\*\*\*



65  
15  
9/19  
Serial

# SAN FRANCISCO CIVIL SERVICE COMMISSION

Joseph C. Tarantino  
Darrell J. Salomon  
Frank N. Alioto  
Rolland C. Lowe, M.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh General Manager, Personnel

## SPECIAL MEETING

= Calendar  
= Action  
= Taken

MARCH 9, 1979 - 9:00 A.M.

Department of Public Health Auditorium  
Room 300 - Third Floor  
101 Grove Street

MAR 26 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Lowe  
Commissioner Alioto  
Commissioner Powell  
Commissioner Tarantino presided.

### SPECIAL ORDER OF BUSINESS:

1. The Commission directed the Staff to prepare and submit to the Mayor a budget request for Fiscal Year 1979-80 for the funding of a Test Validation Unit and permanent funding of the Equal Employment Opportunity Unit. This request is to be above and beyond the budgets already prepared and submitted according to the Mayor's and Controller's instructions.
2. The Commission adopted a resolution urging the Mayor and the Board to approve both these requests. (Vote of 4 to 1: Commissioner Salomon dissents).

### RECRUITMENT AND EXAMINATIONS:

40055-79 Reconsideration of protests on ratings in the examinations for H-20 Lieutenant and H-30 Captain, San Francisco Fire Department

March 5, 1979: 1. Deny all protests concerning key answers.

2. Adopt list for Class H-30 Captain as amended.

3. Consideration of other matters relative to the examination for Class H-20 Lieutenant over to a Special Meeting on Friday, March 9, 1979 at 9:00 A.M. in the Department of Public Health Auditorium.

Action: Adopt list for Class H-20 Lieutenant as amended. (Vote of 4 to 1: Commissioner Lowe dissents).



5F  
165  
5  
1/15/79  
WENC

# SAN FRANCISCO CIVIL SERVICE COMMISSION

Joseph C. Tarantino  
Darrell J. Salomon  
Frank N. Alioto  
Rolland C. Lowe, M.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh      General Manager, Personnel

## SPECIAL MEETING

MARCH 15, 1979

9:00 A.M.

Room 282  
City Hall

MAR 26 1979

DOCUMENTS DEPT  
S.F. PUBLIC LIBRARY

Calendar  
Action Taken

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Alioto  
Commissioner Lowe  
Commissioner Powell  
Commissioner Tarantino presided.

### CLASSIFICATION AND PAY:

1106-79      Update on Fiscal Year 1979-80 Salary Survey.

January 8, 1979:      Adopt as amended: Post for two weeks; Forward to the Board of Supervisors.

February 20, 1979:      Adopt staff report as amended deleting the recommendation regarding the Parking Meter Repairer.

9:00 A.M.

March 15, 1979:

Action: Recess meeting to 4:00 P.M. (March 15, 1979) in Room 2B City Hall.

4:00 P.M.

March 15, 1979:      Excused: Commissioner Alioto  
Commissioner Lowe

Action: Adopt staff report severing those items dealing with the Supplementary Bay Area Salary Survey Committee Report on Survey of Construction Industry and those items relating to the data on the cost of living adjustment of AC Transit rates of pay. Recess meeting to 9:00 A.M., March 16, 1979 in Room 300, 101 Grove Street to consider those severed items.

9:00 A.M.

March 16, 1979:      Excused: Commissioner Alioto

Action: 1. Adopt Supplementary Bay Area Salary Survey Committee Report on Salary Survey of Construction Industry augmented by taxable wage items and reduced in such a manner and by such a formula as the General Manager, Personnel deems appropriate to eliminate the possibility of double payment and subject to the review and opinion of the City Attorney that this action is legal and in conformity with Charter Section 8.407. If the City Attorney advises that this action does not comport with Section 8.407, then the rates certified are to be adjusted by staff to reflect those rates in the Supplementary Bay Area Salary Survey Committee Report as original presented.

2. Adopt the basic wage rate for automotive machinists as proposed by the staff subject to the advice of the City Attorney. If the City Attorney advises that the cost of living increase is part of the basic wage rate, staff is authorized to include this data in the rate certified.





RECRUITMENT AND EXAMINATION:

40827-79 From the General Manager, Personnel: Request for authorization to enter into a contractual arrangement with University Reasearch Corporation, Washington, D.C. for certain services relative to the Oral Examination Phase of the Q2 Police Officer Examination.

Action: Authorize the General Manager, Personnel to enter into a contractual arrangement with University Research Corporation; Forward to the Purchaser of Supplies.

\*\*\*\*\*



SF  
65  
#5  
3/19/79

Civil Service Commission of San Francisco

REGULAR MEETING - PART I

MARCH 19, 1979 - 2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Alioto  
Commissioner Lowe  
Commissioner Powell  
Commissioner Tarantino presided.

MAR 26 1979

MINUTES:

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Regular meeting of March 5, 1979.

Action: Approve.

SPECIAL ORDER OF BUSINESS:

1. The Commission interpreted its action of March 16, 1979 concerning the use of the Supplementary Bay Area Salary Survey Committee Report on the Construction Industry to be consistent with the action of the General Manager, Personnel including certain data relative to the Plumbers. (Vote of 4 to 1: Commissioner Salomon dissents. Commissioner Powell noted for the record her disagreement with the City Attorney's opinion and her strong conviction that all taxable items should be included in determining rate of pay. The Commissioners directed that the record reflect that her vote on the above matter in no way is an expression of her agreement with the opinion of the City Attorney.)
2. The Commission ordered that the proposed changes in Civil Service Commission Rule 19 - Limited Tenure Appointment recently forwarded by the Standing Committee be referred back to the Standing Committee for further review severing from the proposal, proposed new Section 19.07 Expiration and Extension of Limited Tenure Appointment which is to be calendared for adoption on April 2, 1979.

CLASSIFICATION AND PAY:

1099-79 Request to classify one newly budgeted position (1978-79 budget) in the Fiscal Section of the San Francisco Police Department.

Action: Adopt staff report.

1. Classify one new position enumerated in the budget in Class 1823 Senior Administrative Analyst (Sch. Z, 41.9, \$721B870, 1568M1892) to Class 1652 Senior Accountant (Sch. Z, 36.8, \$567B684, 1233M1488). This action will result in a salary savings of \$404.00 per month based on the maximum step or an annual salary savings of \$4848.00.
2. Advise the Police Department to submit a supplemental appropriation reflecting this action and amend Annual Salary Ordinance Section 161011 accordingly.

1108-79 Survey of one position in the Employee Relation Division, Board of Supervisors.

Action: Over to the meeting of April 16, 1979.



CLASSIFICATION AND PAY: (continue)

1552-78 Survey of one position in Class 1424 Clerk Typist in the District Attorney's Office, Family Support Bureau.

Action: Adopt staff report.

1. Reclassify one position in Class 1424 Clerk Typist (Sch. 24.7, \$326B391, 709M850) to Class 1853 Control Clerk, EDP (Sch.28.7, \$391B469, 850M1020). This represents a salary increase of \$78.00 bi-weekly at the 5th step.
2. Advise the District Attorney's Office, Family Support Bureau to amend Annual Salary Ordinance Section 141011 accordingly.
3. Advise the department to change their budget to reflect this action.

IN-SERVICE ACTIVITIES:

2010-79 Request for appointment above the entrance rate for various employees in Medical Records classifications, Department of Public Health.

Action: Adopt staff report. Approve the permanent appointment above the entrance rate as follows, pending the Controller's certification that funds are available:

1. Ray Coleman, 2116 Assistant Medical Records Director, Step 5.
2. Yvonne Truitt, 2114 Medical Records Technician Supervisor, Step 5.
3. Marlyn Anabeza, 2112 Medical Records Technician, Step 3.
4. Shelia James, 2112 Medical Records Technician, Step 3.

2071-79 Request for appointment above the entrance rate for employee in Class 2220 Physician, Department of Public Health.

Action: Adopt staff report. Approve the permanent appointment of Dr. Helmut Rolfes at Step 5 in the compensation schedule established for Class 2220 Physician pending the Controller's certification that funds are available.

2101-79 Request for Exception to the Order of Lay-Off in Class 2250 Director of Clinical Services, Department of Public Health.

March 5, 1979: Over to the meeting of March 19, 1979.

Action: Deny staff report. Disapprove request for exception to the order of lay-off. (Vote of 4 to 1: Commissioner Tarantino dissents)

2105-79 Request for appointment above the entrance rate for employee in Class 1736 EDP Equipment Operator.

Action: Adopt staff report. Approve the permanent appointment of Shirley Sherwin at Step 5 in the compensation schedule established for Class 1736 EDP Equipment Operator pending the Controller's certification that funds are available.

2126-79 Appeal of staff's denial of request for appointment above the entrance rate for employee in Class 1829 Operations Analyst, Department of Public Works.

Action: Adopt staff report. Deny appeal of Barbara Wohl. (Vote of 3 to 2: Commissioners Salomon and Powell dissent)



IN-SERVICE ACTIVITIES: (continue)

2133-79 Resignation - Services Unsatisfactory: Bruce Richardson, Class 4324  
Parking Meter Collector, Finance and Records, Tax Collector's Office.

Action: Approve. Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the General  
Manager, Personnel after satisfactory completion of five year's  
work experience outside the City and County service. (Vote of  
4 to 1: Commissioner Salomon dissents)

2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450  
Pharmacist, Department of Public Health, San Francisco General Hospital,  
of imposition of mandatory sick leave under Civil Service Commission  
Rule 22.05 (b).

April 3, 1978: 1. Grant appeal. Return to duty.  
2. Deny request for back pay.

June 20, 1978: Deny request for reconsideration of action of  
April 3, 1978.

Action: Over to the meeting of April 2, 1979.

MISCELLANEOUS:

3006-79 From the heads of various departments requesting authorization to make  
non-civil service appointments.

Oral Authorization Numbers:	2525 - 2548	5215 - 5274
	2854 - 2864	8313 - 8339

Action: Approve.

RECRUITMENT AND EXAMINATION:

40027-79 Appeal of staff's denial of protest of provisions of examination announcement  
for Class 4225 Assistant Chief Personal Property Auditor.

Action: Refer to staff with direction to recalendar with a proposed com-  
bined entrance and promotional examination.

40822-79 Appeal of staff's denial of unsatisfactory rating given to Thomas H. Jackson  
on background investigation for Class 8304 Deputy Sheriff.

Action: Uphold decision of Sheriff's Department. (Vote of 4 to 1:  
Commissioner Alioto dissents)

40825-79 Appeal of staff's denial regarding the minimum qualifications for Class  
9212 Airfield Safety Officer.

Action: Off calendar. Appeal withdrawn.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 19, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

- 5062-79 Armando Cordoba, Q2 Police Officer, 495.5/E-90, Police Department, 1/24/79.  
March 5, 1979: Over to the meeting of March 19, 1979.  
Action: Over to the meeting of April 2, 1979.
- 5063-79 Peter J. Whitcomb, Q2 Police Officer, 587/E-90, Police Department, 1/24/79.  
March 5, 1979: Over to the meeting of March 19, 1979.  
Action: Over to the meeting of April 2, 1979.
- 5064-79 Dennis C. Dougherty, Q2 Police Officer, 581/E-90, Police Department, 1/15/79.  
Action: Over to the meeting of April 2, 1979.
- 5065-79 Robert A. Katsanes, 7311 Cement Mason, 5/E-4, Department of Public Works, 3/1/79.  
Action: Approve. Not to be employed again by the Department of Public Works.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5066-79 Diane Gordon, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 1/23/79.  
March 5, 1979: Over to the meeting of March 19, 1979.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5067-79 Mark Jones, 2708 Custodian, TLT, Airports Commission, 2/23/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.
- 5068-79 Watson Askew, 2586 Health Worker, 11, CETA, Sheriff's Department, 2/20/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.



TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5069-79 Patricia Ann Heffernan, 1424 Clerk Typist, 65/E-6, Department of Public Health, Community Mental Health Services, 3/16/79.

Action: No restriction on future employment.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5070-79 Elizabeth Hargett, 2322 Head Nurse, 17/P-10, Department of Public Health, Laguna Honda Hospital, 2/27/79.

Action: Over to the meeting of April 16, 1979.

RESIGNATIONS:

5071-79 Courtland D. Haltrecht, 9102 Transit Car Cleaner, 43/E-110, Public Utilities Commission, San Francisco Municipal Railway, 1/15/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5072-79 Marilyn D. Martin, 1706 Telephone Operator, 7/E-6, Police Department, 2/27/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Police Department.

APPEAL OF AUTOMATIC RESIGNATION:

5073-79 Wilfred L. Mapes, 1404 Clerk, CETA, Police Department, 2/9/79.

March 5, 1979: Over to the meeting of March 19, 1979.

Action: Over to the meeting of April 2, 1979.

\*\*\*\*\*



SP  
C65  
#5  
4/2/79

Calendar - Act 5.1.12

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 2, 1979 - 2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Lowe  
Commissioner Powell  
Excused: Commissioner Alioto  
Commissioner Tarantino presided over Part I.  
Commissioner Tarantino excused for Part II.  
Commissioner Salomon presided over Part II.

APR 11 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of March 19, 1979.

Action: Approve.

CLASSIFICATION AND PAY:

1116-79 Classification of one new position authorized in the 1978-79 budget in Class 1844 Senior Management Assistant in the Police Department, Field Operations Bureau, Headquarters Division.

Action: Off calendar.

1123-79 Establishment of one new maintenance classification for the San Francisco Municipal Railway.

Action: Adopt staff report.

1. Establish new class of 7253 Electrical Transit Mechanic Supervisor I (Sch. 44.9, \$830B1003, 1805M2182).
2. Advise department to amend their 1979-80 budget to reflect the recommended salary rate for the new class.

1124-79 Reclassification of ten positions and the classification of one new position in the Department of Social Services.

Action: Adopt staff report.

1. Reclassify ten positions as follows:

<u>FROM</u>	<u>TO</u>
2-2950 Social Service Division Supervisor (Sch. 49.1, 830B1003, 1805M2128)	2-2969 Assistant Director Social Service Program (Sch. 46.4, 891B1078, 1938M2345)
1-2971 Director, Social Services Programs (Sch. 49.1, 1073B1226, 2203M2667)	1-2969 Assistant Director Social Services Programs (Sch. 46.4, 891B1078, 1938M2345)
7-2948 Sr. Social Service Supervisor (Sch. 43.4, 773B934, 1681M2031)	7-2946 Sr. Eligibility Worker Supervisor (Sch. 30.0, 628B758, 1366M1649)

The above classification action should be effective when it does not adversely affect the permanent incumbents.

2. Classify one new position in Class 1675 Supervising Fiscal Officer



CLASSIFICATION AND PAY: (continue)

- 1124-79 (CONT') (Sch. 50.4, \$1078B1304, 2345M2836).
3. Amend specification for Class 1675 Supervising Fiscal Officer, San Francisco Municipal Railway.
  4. These classification actions will result in a total cost of \$166.00 monthly based on the maximum 1978-79 rates.
  5. Amend Annual Salary Ordinance Section 169010A and 169010D. Advise department to submit supplemental appropriation to reflect necessary budgetary action.
- IN-SERVICE ACTIVITIES:
- 2091-79 Request for appointment above the entrance rate for employee in Class 8180 Principal Attorney, District Attorney's Office.
- Action: Adopt staff report. Approve the permanent appointment of Michael Tadao Ito at Step 3 in the compensation schedule established for Class 8180 Principal Attorney pending the Controller's certification that funds are available.
- 2129-79 Appeal of staff's denial of request from Eliezer Valle to deem promotive his appointment to Class 1652 Senior Accountant.
- Action: Adopt staff report. Deny request of Eliezer Valle to deem promotive for salary purposes his appointment to 1652 Senior Accountant.
- 2154-79 Appointment of Jaman Kitchell to Class 1408 Principal Clerk, Department of Social Services.
- Action: Adopt staff report. Appoint Jaman Kitchell to a position in Class 1408 Principal Clerk, Department of Social Services, with a seniority date of November 13, 1978 for lay-off purposes only.
- 2155-79 Certification of Louis Pappas, 7355 Truck Driver.
- Action: Adopt staff report. Certify Louis Pappas temporary civil service in Class 7355 Truck Driver effective February 21, 1978 and grant status as a temporary holdover in Class 7355 Truck Driver.
- 2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05 (b).
- Action: Over to the meeting of April 16, 1979.
- 2163-79 Proposed Amendment to Civil Service Commission Rule 19 - adding new Section 19.18 - Expiration and Extension of Limited Tenure Appointments.
- December 5, 1977: Post for adoption at the second meeting of January, 1978. (CSC)
- January 16, 1978: Over to the meeting of February 6, 1978. (CSC)
- February 6, 1978: Off calendar pending review of proposed amendments by the Standing Committee on Rules and Charter Revision. (CSC)
- March 6, 1978: Over to the meeting of March 13, 1978. (SC)
- March 13, 1978: Over to the meeting of March 20, 1978. (SC)
- March 20, 1978:
1. Post additional proposed changes to Rule 19, adding new Section 19.07 - Expiration and Extension of Limited Tenure Appointments.
  2. Consideration of Rule 19 over to another meeting - date to be announced. (SC)





1N-SERVICE ACTIVITIES: (continue)

2163-79  
(CONT')

April 17, 1978: Over to the meeting of April 24, 1978. (SC)

April 24, 1978: Reopen for meet and confer. (SC)

November 17, 1978: Hearing to be scheduled at the call of the chair. (SC)

March 16, 1979: Forward to the full Commission with a recommendation to adopt the second draft as amended. (SC)

March 19, 1979: The Commission ordered that the proposed changes in Civil Service Commission Rule 19 - Limited Tenure Appointments recently forwarded by the Standing Committee be referred back to the Standing Committee for further review severing from the proposal, proposed new Section 19.07 - Expiration and Extension of Limited Tenure Appointment which is to be calendared for adoption on April 2, 1979. (CSC)

Action: Adopt as amended.

2168-79

Appeal from the General Manager, Recreation and Park Department, concerning the use of the Class 1658 Chief Accountant eligible list as a "near list" for temporary civil service appointment to Class 3104 Business Manager, Recreation and Park Department.

Action: Sustain decision of the General Manager, Personnel to use the eligible list for Class 1658 Chief Accountant as a "near list" for temporary civil service appointment to Class 3104 Business Manager, Recreation and Park Department.

2169-79

Proposed Annual Supplementary Affirmative Action Plan for Equal Employment Opportunities.

March 20, 1978: Refer to the Standing Committee on Charter and Rules Revision to conduct public hearing. (CSC)

November 17, 1978: Over to a meeting to be scheduled approximately Mid-January, 1979. Interested parties to submit written comments and proposals which are to be available for a period of review and comment before the next meeting. (SC)

February 5, 1979: The Commission directed that the proposed Supplementary Affirmative Action Plan for Equal Employment Opportunities be called out of Committee and further directed the General Manager, Personnel to schedule this matter for a Special Meeting of the full Commission in ten days. (CSC)

February 16, 1979: Adjourn meeting to Tuesday, February 20, 1979 at the conclusion of regular meeting of the Commission. (SC)

February 20, 1979: Forward to the full Commission without recommendation both the staff proposal and the proposal submitted by Commissioner Salomon. Special Meeting of the full Commission to be held Wednesday, February 28, 1979 at 5:30 P.M. in the Lurie Room, Main Library, Larkin at McAllister Street. (SC)

February 28, 1979: Over to a subsequent meeting in order to allow sufficient time for interested parties to review a recent joint proposal from Commissioners Lowe and Salomon and to permit the Standing Committee to conduct a public hearing on this and other proposals. (CSC)

March 16, 1979: Forward the Lowe - Salomon Plan to the full Commission with a recommendation of "Do Pass." (SC)

Action: Adopt as amended deleting the sections related to goals and time-tables and with directions to the staff to submit appropriate language for amending the section concerning the selection of and composition of the members of qualifications appraisal interview boards.



MISCELLANEOUS:

3007-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2549 - 2566 5876 - 5878  
2865 - 2869 8340 - 8357  
5275 - 5383

Action: Approve.

3008-79 Request from various departments to back-date requisitions.

T-80705	9910 Public Service Trainee	10/13/78 - 11/6/78	Mayor's Office of Employment and Training
T-80070	2978 Employment Contract Compliance Officer II	3/7/79	Human Rights Commission

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATION:

40027-79 Appeal of staff's denial of protest of provisions of examination announcement for Class 4225 Assistant Chief Personal Property Auditor.

March 19, 1979: Refer to staff with direction to recalendar with a proposed combined entrance and promotional examination.

Action: Issue both entrance and promotive announcements for Class 4225 Assistant Chief Personal Property Auditor, requiring a supplemental statement detailing applicants' relevant training, education and experience to be used in lieu of performance evaluations.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 2, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

- 5074-79 Armando Cordoba, Q2 Police Officer, 495.5/E-90, Police Department, 1/24/79.  
March 5, 1979: Over to the meeting of March 19, 1979.  
March 19, 1979: Over to the meeting of April 2, 1979.  
Action: Off calendar.
- 5075-79 Peter J. Whitcomb, Q2 Police Officer, 587/E-90, Police Department, 1/24/79.  
March 5, 1979: Over to the meeting of March 19, 1979.  
March 19, 1979: Over to the meeting of April 2, 1979.  
Action: Off calendar.
- 5076-79 Dennis C. Dougherty, Q2 Police Officer, 581/E-90, Police Department, 1/15/79.  
March 19, 1979: Over to the meeting of April 2, 1979.  
Action: Off calendar.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5077-79 Jerry Gaines, 2586 Health Worker II, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 3/15/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5078-79 Rebecca Head, 2586 Health Worker II, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 3/15/79.  
Action: Approve without prejudice to future employment.
- 5079-79 Paul Mathisen, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 2/26/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5080-79 Caleb Lee Marshall, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 3/15/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.



TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5082-79 Beverly Royal, 1853 Control Clerk, EDP, 16/E-3, Controller's Office - EDP, 3/8/79.

Action: Return name to list under waiver of certification until medically cleared by the Civil Service Commission Medical Examiner.

RESIGNATIONS:

5083-79 John Larsen, 1404 Clerk, CETA, Police Department, 3/12/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

5084-79 Roberto A. Mariano, 9910 Fare Collectors Receiver, 8/E-17, Public Utilities Commission, San Francisco Municipal Railway, 10/25/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEALS OF AUTOMATIC RESIGNATIONS:

5085-79 Wilfred L. Mapes, 1404 Clerk, CETA, Police Department, 2/9/79.

March 5, 1979: Over to the meeting of March 19, 1979.

March 19, 1979: Over to the meeting of April 2, 1979.

Action: Over to the meeting of May 7, 1979.

5086-79 Michael J. Linehan, 9163 Transit Operator, 31/E-100, Public Utilities Commission, San Francisco Municipal Railway, 3/12/79.

Action: Over to the meeting of April 16, 1979.

TERMINATION OF TEMPORARY APPOINTMENTS: (continued)

5087-79 Reconsideration of Civil Service Commission action of February 5, 1979: Vandy Phillips, Q2 Police Officer, 353/E-90M, Police Department, 1/18/79.

February 5, 1979: Dismiss from the Service. No future employment as a member of the uniformed ranks of the San Francisco Police Department.

Action: 1. Rescind action of February 5, 1979.

2. Approve.

\*\*\*\*\*





SF  
C65  
#5  
4/16/79

Calendar - Action Item

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 16, 1979 - 2:00 P.M.

APR 20 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Present: Commissioner Tarantino  
Commissioner Salomon  
Commissioner Lowe  
Excused: Commissioner Alioto  
Commissioner Powell  
Commissioner Tarantino presided.

MINUTES:

Regular meeting of April 2, 1979.

Action: Approve.

CLASSIFICATION AND PAY:

1108-79 Survey of one position in the Employee Relations Division, Board of Supervisors.

March 19, 1979: Over to the meeting of April 16, 1979.

Action: Off calendar.

1145-79 Survey of one position in the Employee Relations Division, Board of Supervisors.

Action: Adopt staff report.

1. Amend Annual Salary Ordinance Section 182010 as follows:

a. Delete 2 - 1446 Senior Clerk Stenographer positions (Sch. 28.3, \$384B460, 835M1001).

b. Create 1 - 1458 Legal Stenographer position (Sch. 29.8, \$411B494, 894M1074).

2. Advise department to amend their budget accordingly.

3. This action represent an over-all savings for the department of \$928.00 monthly at the maximum 1978-79 rates.

1150-79 Certification of wage schedules for platform employees, coach and bus operators and trainees of the San Francisco Municipal Railway for 1978-79 and conditions and benefits of employment which may be fixed for 1978-79.

Action: Adopt staff report. Certify wage schedules; Forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

1151-79 Survey of one position in the San Francisco Police Department, Legal Division.

Action: Adopt staff report.

1. Reclassify one position in Class 8178 Senior Attorney (Sch. Z 47.9, \$956B1158, 2079M2519) to Class 8176 Trial Attorney (Sch. Z 44.4, \$810B979, 1762M2129). This action will result in a salary savings of \$390.00 monthly at the maximum step.

2. Amend Annual Salary Ordinance Section 161011 accordingly.

3. The Police Department has submitted a supplemental appropriation to adjust their budget.



IN-SERVICE ACTIVITIES:

- 2040-79 Request for approval of appointment above the entrance rate for two employees in the Controller's Office, EDP.
- Action: Adopt staff report. Approve the permanent appointments of Edward Kong, Class 1872 Programmer Analyst and Kuno Takeshita, Class 1877 Supervising Software Analyst at Step 5 in the compensation schedule established for Class 1872 Programmer Analyst and Class 1877 Supervising Software Analyst pending the Controller's certification that funds are available.
- 2143-79 Appeal of denial of request for appointment above the entrance rate for employee in Class 1446 Senior Clerk Stenographer, Department of Public Works.
- Action: Adopt staff report. Deny request of Eileen Kenealy for appointment above the entrance rate.
- 2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05 (b).
- April 3, 1978: 1. Grant appeal. Return to duty.  
2. Deny request for back pay.
- June 20, 1978: Deny request for reconsideration of action of April 3, 1978.
- March 19, 1979: Over to the meeting of April 2, 1979.
- April 2, 1979: Over to the meeting of April 16, 1979.
- Action: 1. Direct the City Attorney not to appeal.  
2. Request for back pay over to the meeting of May 7, 1979. Witnesses requested on behalf of Alice Rogers to be in attendance.
- 2165-79 Request approval of appointment above the entrance rate for two employees in Class 8146 District Attorney's Investigator.
- Action: Adopt staff report. Approve the permanent appointment of Ronald Leon and Gregory Rossoff at Step 5 in the compensation schedule established for Class 8146 District Attorney's Investigator pending the Controller's certification that funds are available.
- 2178-79 Certification of Oscar Jones, Temporary Civil Service, Class 2903 Eligibility Worker, Department of Social Services.
- Action: Cancel Temporary Civil Service certification of Oscar Jones, Class 2903 Eligibility Worker. No future certification to the Department of Social Services.
- 2188-79 Request for Supplemental Appropriation, Fiscal Year 1979-80, for Fingerprint Processing fees.
- Action: Approve and forward to the Office of the Mayor.

MISCELLANEOUS:

- 3009-79 From the heads of various departments requesting authorization to make non-civil service appointments.
- Oral Authorization Numbers: 2567 - 2594 5438 - 5443  
2870 - 2897 8358 - 8373  
5384 - 5436
- Action: Approve (the Commission canceled OA number 5437).



RECRUITMENT AND EXAMINATION:

40885-79 Protests of ratings received in the oral examination for Class 2903 Eligibility Worker.

Action: Off calendar.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 16, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5088-79 Sammie Lee Hood, 2672 Assistant Houseparent, 74/E-12, San Francisco Unified School District, 3/16/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5089-79 Leroy Perkins, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 4/3/79.

Action: Over to the meeting of May 7, 1979. Department is directed to provide documentation of the reasons for the termination.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5090-79 Elizabeth Hargett, 2322 Head Nurse, 17/P-10, Department of Public Health, Laguna Honda Hospital, 2/27/79.

March 19, 1979: Over to the meeting of April 16, 1979.

Action: Over to the meeting June 18, 1979.

5091-79 Oliver Vance, Jr., 2910 Social Worker, V69/P-1, Department of Social Services, 3/23/79.

Action: Over to the meeting of May 7, 1979.

RESIGNATION:

5092-79 Patricia Ann Marjavi, 2320 Registered Nurse, 3/E-487, Department of Public Health, San Francisco General Hospital/Medical Center, 12/19/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEALS OF AUTOMATIC RESIGNATIONS:

5093-79 Michael J. Linehan, 9163 Transit Operator, 31/E-100, Public Utilities Commission, San Francisco Municipal Railway, 3/12/79.

April 2, 1979: Over to the meeting of April 16, 1979.

Action: Over to the meeting of May 7, 1979.





APPEALS OF AUTOMATIC RESIGNATIONS: (continue)

5094-79 Peggy Andres, 1212 Timeroll Audit Clerk, 91/E-29, Civil Service Commission, 2/23/79.

March 12, 1979: No appeal received. Pursuant to Rule 25, Section 25.02: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

April 5, 1979: Request for reconsideration granted.

Action: 1. Rescind action of March 12, 1979.  
2. Cancel automatic resignation. Reinstate to position without back pay effective April 17, 1979.  
3. One more chance to establish a satisfactory work record.



*Calendar - Administrative*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I  
MAY 7, 1979 - 2:00 P.M.

Present: Commissioner del Portillo  
Commissioner Haile  
Commissioner Lowe  
Commissioner Powell  
Commissioner Salomon  
Commissioner Salomon presided.

MAY 17 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting April 16, 1979.

Action: Approve.

ELECTION OF OFFICERS:

The Commission elected Commissioner Salomon, President and Commissioner Lowe, Vice-President, to complete the current terms which expire May 31, 1979

CLASSIFICATION AND PAY:

1137-79 Request from the Chief Administrative Officer and the Tax Collector to survey one position in Class 4328 Chief, Parking Meter Collections.

Action: Off calendar.

1158-79 Clerical error of omission, Salary Standardization 1979-80, with respect to Classes 6336 Property Rehabilitation Manager and 5286 Administrator, Property Conservation Division.

Action: Adopt staff report. Amend Civil Service Commission Salary Recommendations for 1979-80 by the addition of internal adjustments of 1.0 steps for Classes 6336 Property Rehabilitation Manager and 5286 Administrator, Property Conservation Division.

1162-79 Reclassification of three positions in Class 8217 Station Officer and one position in Class 8213 Police Services Aide to Class 7410 Automotive Service Worker in the Police Department, Support Services Bureau.

Action: Adopt staff report.

1. Reclassify four positions: Three in Class 8217 Station Officer (Sch. 35.3 \$529B638, 1151M1388) and one in Class 8213 Police Services Aide (Sch. 35.3 \$529B638, 1151M1388) to Class 7410 Automotive Service Worker (Sch. 32.1 \$455B549, 990M1194). Two of the positions in Class 8217 Station Officer will not be reclassified until the incumbents are not adversely affected.
2. This classification action will result in a salary savings of \$776.00 monthly or \$9.312 yearly at the maximum step.
3. The Police Department has submitted supplemental appropriations for two vacancies and are requested to submit the remaining appropriations when the two Station Officer positions become vacant or when it does not adversely affect the permanent incumbents.

1164-79 Request to fill two positions in Class 6318 Construction Inspector in the San Francisco Water Department in accordance with Charter Section 8.300 (a) (4).

Action: Adopt staff report. Authorize the appointment in Class 6318 Construction Inspector of Ernest E. Hoff, Jr. and Jack D. Joe in accordance with Charter Section 8.300 (a) (4)



CLASSIFICATION AND PAY: (continue)

1165-79 Survey of two vacant single position classification in the Recreation and Park Department.

Action: Adopt staff report.

1. Reclassify one position in Class 3334 Concessions, Amusements and Camp Supervisor (Sch. 35.8 \$541B652, 1171M1418) to Class 1844 Senior Management Assistant (Sch. 37.9 \$596B721, 1296M1568) and one position in Class 3332 Concessions and Amusements Assistant Supervisor (Sch. 31.8 \$449B541, 977M1177) to Class 1840 Junior Management Assistant (Sch. 31.4 \$442B531, 961M1155).
2. Abolish Classes 3334 Concessions, Amusements and Camp Supervisor and 3332 Concessions and Amusements Assistant Supervisor.
3. Amend Annual Salary Ordinance Section 651010C to reflect this Action.

This reclassification will result in a net salary increase of \$128.00 per month based on the maximum step (1978-79 rates).

1167-79 Request from the Clerk of the Board of Supervisors for approval of two Personal Services Contracts to staff a one year Delinquency Prevention Commission Project.

Action: Adopt staff report. Contracts reviewed: Authorize the Clerk of the Board of Supervisors to enter into these two Personal Services Contracts; Forward contracts to Purchaser of Supplies.

1168-79 Request from the Mayor for approval of a Personal Services Contract for the Economic Development Council.

Action: Adopt staff report. Contract reviewed; Authorize the Mayor's Office to enter into a contract with Mr. Joseph Debros; Forward contract to Purchaser of Supplies. The Commission stipulated that the contract has a definite tenure of nine months.

1173-79 Review of one new position of Cash Manager in the Treasurer's Office.

Action: Adopt staff report.

1. Authorize the tentative classification of one new position of A191 Cash Manager (Sch. 55.3 J,Z \$1362B1650).
2. Amend Annual Salary Ordinance Section 183010 accordingly.
3. Authorize the filling of this position under Charter Section 8.300 (a) (5) expert Professional Temporary Services for a one year period.
4. The Commission authorized the exemption of this class for a one year period.

IN-SERVICES ACTIVITIES:

2101-79 Reconsideration of Civil Service Commission action of March 19, 1979: Request for Exception to the Order of Lay-Off in Class 2250 Director of Clinical Services, Department of Public Health.

March 5, 1979: Over to the meeting of March 19, 1979.

March 19, 1979: Deny staff report. Disapprove request for exception to the order of lay-off. (Vote of 4 to 1: Commissioner Tarantino dissents)

Action: 1. Rescind action of March 19, 1979.

2. Adopt staff report. Approve request for exception to the order of lay-off.



IN-SERVICES ACTIVITIES: (continue)

- 2156-79 Certification of Raymond J. Miller, Class 7287 Supervising Electronic Maintenance Technician, San Francisco Municipal Railway.
- Action: Adopt staff report. Allow "Special Conditions" to remain on one position of Class 7287 Supervising Electronic Maintenance Technician, San Francisco Municipal Railway pending classification review of the position. Examination for the position with special qualification to be held within 6-months.
- 2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05 (b).
- Action: Over to the meeting of May 21, 1979.
- 2194-79 Request for appointment above the entrance rate for employee in Class 9384 Chief, Bureau of Administration and Finance, Port.
- Action: Adopt staff report. Approve the permanent appointment of Thomas K. Yerkes at Step 5 in the compensation schedule established for Class 9384 Chief, Bureau of Administration and Finance pending the Controller's certification that funds are available.
- 2196-79 Request for appointment above the entrance rate for employee in Class 8176 Trial Attorney, District Attorney's Office.
- Action: Adopt staff report. Approve the permanent appointment of Robert P. Feldman at Step 5 in the compensation schedule established for Class 8176 Trial Attorney pending the Controller's certification that funds are available.
- 2202-79 Request for appointment above the entrance rate for employee in Class 8180 Principal Attorney, Public Defender's Office.
- Action: Adopt staff report. Approve the permanent appointment of Thomas E. Bruyneel at Step 5 in the compensation schedule established for Class 8180 Principal Attorney pending the Controller's certification that funds are available.
- 2221-79 Request for appointment above the entrance rate for employee in Class 1430 Transcriber Typist.
- Action: Adopt staff report. Approve the permanent appointment of Bernice Musante at Step 3 in the compensation schedule established for Class 1430 Transcriber Typist pending the Controller's certification that funds are available.
- 2226-79 In Executive Session: Special Report: Status of Franklin D. Lowery.
- Action: Adopt staff report. Direct the Director of Health to terminate the limited tenure appointment of Franklin D. Lowery effective c.o.b. May 7, 1979. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service. (Commissioner del Portillo, aye; Haile, aye; Lowe, aye; Powell, aye; Salomon, aye).
- 2231-79 Proposed Amendment to Civil Service Commission Rule 20 - Transfer, adding Section 20.06 - Limited Term Transfer.
- Action: Refer to the Standing Committee. Post for meet and confer or consultation.





MISCELLANEOUS:

3010-79 Request from the Department of Social Services to backdate requestion.

T-80288                      2940 Child Welfare Worker                      2/16/79

Action: Approve as recommended by Committee.

3011-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:      2595 - 2621                      5879 - 5898  
   2898 - 2907                      8374 - 8395  
   5444 - 5518

Action: Approve.

RECRUITMENT AND EXAMINATION:

40888-79 Appeal of staff's denial of protest regarding provision of examination announcement for Class 7264 Auto Body and Fender Worker Supervisor.

Action: Deny staff report. Grant appeal. Examination announcement to be reissued with a written component weighted 50% . (Vote of 4 to 1: Commissioner Lowe dissents)

40899-79 Appeal of staff's denial of protest on rejection of application in examination for Class 6331 Building Inspector.

Action: Over to the meeting of May 21, 1979.

40910-79 Appeal of staff's denial of unsatisfactory rating given to Mr. Sam Gray, Jr., on background investigation for Class 8304 Deputy Sheriff.

Action: Deny staff report. Qualify Mr. Sam Gray, Jr. as to background in this examination for Class 8304 Deputy Sheriff.

40913-79 Appeal of staff's denial of unsatisfactory rating given to Mr. Geoffrey Williams on background investigation for Class 8304 Deputy Sheriff.

Action: Deny staff report. Qualify Mr. Geoffrey Williams as to background in this examination for Class 8304 Deputy Sheriff. (Vote of 4 to 1: Commissioner Powell dissents)

40914-79 Appeal of staff's rejection of promotive application for Class 2940 Child Welfare Worker.

Action: Over to the meeting of May 21, 1979. Admit Celestine K. Lee to the qualifications appraisal interview on a conditional basis.

40915-79 Appeal of staff's denial of protests on the qualifications appraisal interview portion of the examination for Class 2903 Eligibility Worker.

Action: Over to the meeting of May 21, 1979. Commissioner del Portillo appointed a Committee of one to review tapes of interviews. Staff to provide requested data.

40917-79 Cancellation of entrance announcement for Class 7355 Truck Driver.

Action: Adopt staff report. Cancel current announcement. Issue promotive announcement requiring two years of applicable driving experience and possession of a Class I or II Driver's License.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 7, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5095-79 Leroy Perkins, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 4/3/79.

April 16, 1979: Over to the meeting of May 7, 1979. Department is directed to provide documentation of the reasons for the termination.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5096-79 Bobby Jones, 2708 Custodian, TLT, Airports Commission, 4/12/79.

Action: Approve.

5097-79 Celestine Hunter, 9736 Staff Aide, TLT, Police Department, 4/19/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5098-79 Oliver Vance, Jr. 2910 Social Worker, V68/P-1, Department of Social Services, 3/23/79.

April 16, 1979: Over to the meeting of May 7, 1979

Action: Over to the meeting of May 21, 1979.

RESIGNATIONS:

5099-79 Alberto Birco, 2736 Porter, V66/E-51, Department of Public Health, San Francisco General Hospital, 3/29/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5100-79 Gary Gunn, 2528 Medical Steward, 16/E-4, Department of Public Health Emergency Medical Services, 3/5/79.

Action: Over to the meeting of May 21, 1979.

5101-79 Emmanuel P. Paragas, 1424 Clerk Typist, CETA, Department of Public Health, Central Office, 3/16/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



RESIGNATION: (continue)

- 5102-79 Michael Sweely, 2586 Health Worker II, CETA, Department of Public Health, Health Promotion and Education, 3/21/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5103-79 David Cooper, 2903 Eligibility Worker, 376/E-8, Department of Social Services, 3/30/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

- 5104-79 Carlos Parraz, 2903 Eligibility Worker, CETA, Department of Social Services, 3/30/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

- 5105-79 Michael J. Linehan, 9163 Transit Operator, 31/E-100, Public Utilities Commission, San Francisco Municipal Railway, 3/12/79.
- April 2, 1979: Over to the meeting of April 16, 1979.
- April 16, 1979: Over to the meeting of May 7, 1979.
- Action: Off calendar.
- 5106-79 Wilfred L. Mapes, 1404 Clerk, CETA, Police Department, 2/9/79.
- March 5, 1979: Over to the meeting of March 19, 1979.
- March 19, 1979: Over to the meeting of April 2, 1979.
- April 2, 1979: Over to the meeting of May 7, 1979.
- Action: Over to the meeting of June 18, 1979.
- 5107-79 Mattie O. Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 3/28/79.
- Action: Disapprove automatic resignation. Grant appeal. Reinstate to position.
- 5108-79 Roman Q. Paguio, 1630 Account Clerk, 62/E-12, Tax Collector, 4/4/79.
- Action: Automatic Resignation off calendar. Resignation - services satisfactory, approve.

\*\*\*\*\*



JE  
C65  
45  
5/21/79

Calendar - Portillo

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 21, 1979 - 1:30 P.M.

Present: Commissioner del Portillo  
Commissioner Haile  
Commissioner Lowe  
Commissioner Powell  
Commissioner Salomon  
Commissioner del Portillo excused  
after item #40914-79.  
Commissioner Powell excused after Part I.  
Commissioner Salomon presided.

JUN 4 1979

MINUTES:

Regular meeting of May 7, 1979.

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Action: Approve.

ANNOUNCEMENTS:

Commissioner Salomon appointed members to two Standing Committees:

Standing Committee on Charter and Rules Revision

Commissioner Lowe, Chairman  
Commissioner Haile  
Commissioner Salomon

Standing Committee on In-Service Activities

Commissioner Salomon, Chairman  
Commissioner del Portillo  
Commissioner Powell

CLASSIFICATION AND PAY:

1189-79 Survey of one vacant position in Class 1444 Clerk Stenographer located in the Office of Instruction, City College.

Action: Adopt staff report.

1. Reclassify one position in Class 1444 Clerk Stenographer (Sch. 26.8 \$781M935) to Class 1426 Senior Clerk Typist (Sch. 26.7 \$776M931). This represents a salary decrease of \$4.00 monthly at the maximum step.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1192-79 Classification of three new position in the 1979-80 budget of the Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.

Allocate three new positions in budgeted classes as follows:

- 2 - 2246 Assistant Director of Clinical Services I (Sch. 45.6 \$858B1037, 1866M2255)
- 1 - 2248 Assistant Director of Clinical Services II (Sch. 50.1 \$1062B 1285, 2310M2795)

There are current eligible lists for Classes 2246 Assistant Director of Clinical Services I and 2248 Assistant Director of Clinical Services II.





IN-SERVICE ACTIVITIES:

- 2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05 (b).  
Action: Over to the meeting of June 4, 1979.
- 2222-79 Request for appointments above the entrance rate for two employees in the District Attorney's Office.  
Action: Adopt staff report. Approve the permanent appointments of Robert McCarthy, Class 8181 Assistant Chief Attorney I, and Hugh Levine, Class 8180 Principal Attorney at Step 5 in the compensation schedule pending the Controller's certification that funds are available.
- 2232-79 Appeal of Medical Rejection from James King, Jr. for Class 7560 Field Conservation Aide (CETA).  
Action: Over to the meeting of June 18, 1979.
- 2240-79 Appeal of staff's denial of request for Assault Pay for Julie Brown.  
Action: Adopt staff report. Deny assault pay for Julie Brown, Class 1424 Clerk Typist, City Planning.
- 2257-79 Proposed amendments to Civil Service Commission Rule 32 (Lay-Off and Involuntary Leave).  
Action: Post proposed rule changes and refer to the Standing Committee.
- 2258-79 Request for approval to submit proposed Charter amendments to the Board of Supervisors.  
Action: Refer to the Standing Committee on Charter and Rules Revision. Staff directed to meet and confer.
- 2260-79 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.  
Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32.05 (a).
- 2263-79 Resolution of Commendation, Joseph C. Tarantino.  
Action: Adopt.
- 2264-79 Resolution of Commendation, Frank N. Alioto.  
Action: Adopt.
- 2265-79 Request for Approval to Effect an Internal Transfer of Funds, Civil Service Commission.  
Action: Adopt staff report as amended. In accordance with Charter Section 6.025, approve a transfer of \$750.00 from the "local fares" account to the account for "materials and supplies" and a transfer of \$500.00 from "professional and special services" account to the Purchaser, Central Shops.
- 2266-79 Request for Supplemental Appropriation, One Quarter Budget of the Auditor - Monitor, Consent Decree, Officers for Justice versus the Civil Service Commission et al, litigation, pursuant to order of United States District Court.  
Action: Off calendar.



IN-SERVICE ACTIVITIES: (continued)

2442-78 Appeal of medical rejection from James Moran, Class 7334 Stationary Engineer.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Refer to medical specialist at own expense.

Action: Over to the meeting of June 4, 1979. Copies of all material in Civil Service Commission files including job description to be sent to medical specialist and to appellant. Medical Examiner to request update of report of medical specialist to be in writing.

2444-78 Reconsideration of Civil Service Commission action of February 20, 1979: Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Over to the meeting of December 18, 1978.

December 18, 1978: Over to the meeting of January 8, 1979.

January 8, 1979: Over to the meeting of January 22, 1979. Staff to make certain records available at the meeting.

January 22, 1979: Over to the meeting of February 5, 1979.

February 5, 1979: Over to the meeting of February 20, 1979.

February 20, 1979: Adopt staff report. Deny appeal of Joseph P. Manett.

Action: Off calendar. Appeal withdrawn.

2529-77 Question of back pay for Donald Doering, Class 2526 Ambulance Driver.

Action: Over to the meeting of June 4, 1979.

MISCELLANEOUS:

3012-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	2622 - 2639	5601 - 5638
	2908 - 2916	8396 - 8410
	5519 - 5599	

Action: Approve.

RECRUITMENT AND EXAMINATION:

40899-79 Appeal of staff's denial of protest on rejection of application in examination for Class 6331 Building Inspector.

May 7, 1979: Over to the meeting of May 21, 1979.

Action: Deny staff report. Grant appeal of Kathleen Cruise. Find qualified to participate in this examination for Class 6331 Building Inspector.

40914-79 Appeal of staff's rejection of promotive application for Class 2940 Child Welfare Worker.

May 7, 1979: Over to the meeting of May 21, 1979. Admit Celestine K. Lee to the qualifications appraisal interview on a conditional basis.

Action: Allow Celestine K. Lee to participate in the entrance examination for Class 2904 Child Welfare Worker. If successful, place on eligible list under waiver until master's degree earned (Vote of 4 to 1: Commissioner Salomon dissents).



RECRUITMENT AND EXAMINATIONS: (continued)

40915-79 Appeals of staff's denial of protests on the qualifications appraisal interview portion of the examination for Class 2903 Eligibility Worker.

Action: Over to the meeting of June 4, 1979.

40947-79 Special Reports - Class H2 Firefighter.

Action: Off calendar.

40948-79 Special Report - Q2 Police Officer.

1. Adopt staff report concerning the current examination for Class Q2 Police Officer severing the recommendation to establish a 3 - member panel to select oral board members. The Civil Service Commission staff is directed to select members for all boards with such a 3 - member panel in an advisory capacity only.
2. Deny appeal of Kenneth Bonet. Sustain medical rejection.

PART 11

GENERAL MANAGER'S REPORT. No report.

COMMISSIONERS' NEW BUSINESS: No items.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

MAY 21, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5109-79 Grayland Brown, 1932 Assistant Storekeeper, CETA, Sheriff's Office, 5/2/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5110-79 Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79.  
Action: Over to the meeting of June 4, 1979.
- 5111-79 Edward Johnson, 2586 Health Worker II, CETA, Sheriff's Office, 5/2/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5112-79 Wallace Johnson, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 4/30/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5113-79 Joseph N. Mixon, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/19/79.  
Action: Approve.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5114-79 Tahira Mohammed, 2903 Eligibility Worker, 32/E-10, Department of Social Services, 4/24/79.  
Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5115-79 Joyce L. Davy, 1440 Medical Transcriber Typist, 3/E-37, Department of Public Health, San Francisco General Hospital, 4/27/79.  
Action: Return name to list. One more chance to establish a satisfactory work record. Not to be employed again by San Francisco General Hospital.
- 5116-79 Peter Esainko, 1804 Statistician, 1/E-6, Department of Public Health, Central Office, 4/24/79.  
Action: Over to the meeting of June 4, 1979. Additional material as requested by the Commission to be submitted by the Department of Public Health.





TERMINATION OF PROBATIONARY APPOINTMENTS: (promotive)

5117-79 Gayman J. Sun, 7380 Electrical Transit Mechanic Assistant Supervisor, 11/P-1, Public Utilities Commission, San Francisco Municipal Railway, 4/19/79.

Action: Over to the meeting of June 18, 1979.

5118-79 Jeffrey Leong, 2903 Eligibility Worker, 22/P-15, Department of Social Services, 4/27/79.

Action: Approve. Reinstate to a position in the class from which promoted.

5119-79 Oliver Vance, Jr., 2910 Social Worker, V69/P-1, Department of Social Services, 3/23/79.

April 16, 1979: Over to the meeting of May 7, 1979.

May 7, 1979: Over to the meeting of May 21, 1979.

Action: Approve. Reinstate to a position in the class from which promoted. Return name to list for Class 2910 Social Worker under waiver until medically cleared by the Civil Service Commission Medical Examiner.

5120-79 Michael J. Longum, 3416 Gardener, V48/P-5, Public Utilities Commission, San Francisco Water Department, 4/30/79.

Action: Approve. Reinstate to a position in the class from which promoted pending final determination at the meeting of June 18, 1979.

RESIGNATIONS:

5121-79 Gary Gunn, 2528 Medical Steward, 16/E-4, Department of Public Health, Emergency Services, 3/5/79.

May 7, 1979: Over to the meeting of May 21, 1979.

Action: Approve. No future employment with the City and County of San Francisco.

5122-79 Ghulum Janjua, 1404, Clerk, CETA, Department of Public Health, San Francisco General Hospital, 4/10/79.

Action: Over to the meeting of June 4, 1979.

5123-79 Bertha Martinez, 2903 Eligibility Worker, 194/E-10, Department of Social Services, 3/9/79.

Action: Over to the meeting of June 4, 1979.

5124-79 Josefina D. Vitug, 2903 Eligibility Worker, 185/E-10, Department of Social Services, 4/2/79.

Action: Approve resignation with services satisfactory.

5125-79 Deborah Hobbs, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital, 2/27/79.

Action: Over to the meeting of June 4, 1979.

5126-79 James Weathersby, 2736 Porter, 8/E-51, Department of Public Health, San Francisco General Hospital, 3/26/79.

Action: Over to the meeting of June 4, 1979.



APPEALS OF AUTOMATIC RESIGNATIONS:

5127-79 Ana Ayala, 2312 Licensed Vocational Nurse , 35/E-51, Department of Public Health, San Francisco General Hospital, 4/19/79.

Action: Over to the meeting of June 18, 1979.

5128-79 Reconsideration of Civil Service Commission action of May 15, 1978:  
Michael Buck, 9163 Transit Operator, 104/E-112, Public Utilities Commission,  
San Francisco Municipal Railway, 4/14/78.

May 15, 1978: Deny appeal. Approve automatic resignation.

July 6, 1978: Over to the meeting of August 7, 1978.

August 7, 1978: Off calendar pending outcome of appeal before Worker's  
Compensation Appeals Board.

Action: Over to the meeting of August 6, 1979.

5129-79 Janie Collins, 1220 Payroll Clerk, CETA, Department of Public Health, Central  
Office, 4/26/79.

Action: Over to the meeting of June 4, 1979.

\*\*\*\*\*



65  
5  
31/79

# SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon  
Rolland C. Lowe, M.D.  
Carlota Texidor del Portillo  
Allen Haile, Ph.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh

General Manager, Personnel

## SPECIAL MEETING

*Call roll -  
MAY 31  
TAKEN*

MAY 31, 1979

9:00 A.M.

Room 282  
City Hall

JUN 1 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Present: Commissioner Lowe  
Commissioner Haile  
Commissioner Powell  
Excused: Commissioner del Portillo  
Commissioner Lowe presided.

### CLASSIFICATION AND PAY:

1131-79 Report regarding survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California.

Action: Adopt staff report. Forward to the Board of Supervisors.



CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

MAY 31, 1979

9:00 A.M.

Room 282  
City Hall

Present: Commissioner Lowe  
Commissioner Haile  
Excused: Commissioner Salomon  
Commissioner Lowe presided.

SC79-3 Proposed Amendments to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.

May 21, 1979: Post proposed rules changes and refer to Standing Committee on Charter and Rules Revision.

Action: Adopt. Forward to the full Commission.

SC79-4 Request for approval to submit proposed Charter Amendments to the Board of Supervisors.

May 21, 1979: Refer to the Standing Committee on Charter and Rules Revision. Staff directed to meet and confer.

Action: Adopt. Forward to the full Commission.





SF  
C65  
#5  
6/4/79

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 4, 1979 - 1:30 P.M.

Present: Commissioner Lowe  
Commissioner del Portillo  
Commissioner Haile  
Excused: Commissioner Powell  
Commissioner Salomon  
Commissioner Lowe presided.

JUN 15 1979

MINUTES:

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Regular meeting of May 21, 1979.

Action: Deferred to the meeting of June 18, 1979.

CLASSIFICATION AND PAY:

1137-79 Request from the Chief Administrative Officer and the Tax Collector to survey one position in Class 4328 Chief, Parking Meter Collections.

Action: Over to the meeting of June 18, 1979.

1175-79 Reorganization of the Commercial Division, San Francisco Water Department.

Action: Adopt staff report.

1. Classify four new positions in the following classifications:

- a. 2 - 1468 Water Services Clerk (Sch. 28.6 \$390B467, 848M1016)
- b. 2 - 1630 Account Clerk (Sch. 24.6 \$325B390, 707M848)

2. Delete the following five vacant positions:

- a. 2 - 1424 Clerk Typist (Sch. 24.7 \$326B391, 709M850)
- b. 1 - 1626 Junior Account Clerk (Sch. 21.1 \$278B332, 605M722)
- c. 1 - 1706 Telephone Operator (Sch. 24.1 \$317B381, 689M829)
- d. 1 - 4360 Assistant Cashier, Water Department (Sch. 29.4 \$404B485, 879M1055)

3. Delete the following five positions when this action does not adversely affect the incumbents:

- a. 2 - 1426 Senior Clerk Typist (Sch. 26.7 \$357B428, 773M931)
- b. 1 - 1444 Clerk Stenographer (Sch. 26.8 \$359B430, 781M935)
- c. 1 - 1446 Senior Clerk Stenographer (Sch. 28.3 \$384B460, 835M1001)
- d. 1 - 4322 Cashier III (Sch. 32.1 \$455B549, 990M1194)

4. Reclassify the following five vacant positions.

- a. 5 - 1620 Billing Auditor (Sch. 28.6 \$390B467, 848M1016) to Class 1468 Water Services Clerk (Sch. 28.6 \$390B467, 848M1016).

5. Reclassify the following two positions when the action does not adversely affect the incumbents:

- 2 - 1330 Consumer Relations Representative (Sch. 31.5 \$444B534, 966M1161) to Class 1478 Senior Water Services Clerk (Sch. 30.6 \$426B512, 927M1114).



CLASSIFICATION AND PAY: (continued)

- 1175-79  
(CONT')
6. Abolish the following classifications:
    - a. 1332 Consumer Relations Supervisor (Sch. 32.8 \$471B567, 1024M1233)
    - b. 1472 Services and Supply Supervisor (Sch. 33.8 \$494B594, 1074M1292)
    - c. 1620 Billing Auditor (Sch. 28.6 \$390B467, 848M1016)
    - d. 1668 Consumer Accounts Assistant Supervisor (Sch. 32.8 \$471B567, 1024M1233)
    - e. 4364 Assistant Collection Supervisor, Water Department (Sch. 33.1 \$477B575, 1037M1251)
    - f. 4360 Assistant Cashier, Water Department (Sch. 29.4 \$404B485, 879M1055)
  7. Abolish the following classifications when this action does not adversely affect the incumbents:
    - a. 1330 Consumer Relations Representative (Sch. 31.5 \$444B534, 966M1161)
    - b. 1470 Services and Supply Assistant Supervisor (Sch. 31.5 \$444B534, 966M1161)
    - c. 1670 Consumer Accounts Supervisor (Sch. 35.3 \$529B638, 1151M1388)
    - d. 4366 Collection Supervisor, Water Department (Sch. 34.6 \$512B617, 1141M1342)
  8. Establish two new classifications and allocate two positions to each classification:
    - a. 4311 Commercial Division Supervisor (Sch. 41.1 \$694B838, 1509M1823)
    - b. 4310 Commercial Division Assistant Supervisor (Sch. 35.3 \$529B638, 1151M1388)
  9. Amend the specification for Class 1468 Water Services Clerk.
  10. Grant status rights to Class 1468 Water Services Clerk for current eligibles in Class 1620 Billing Auditor. Grant status rights to Class 1478 Senior Water Services Clerk for permanent employees in Class 1330 Consumer Relations Representative.
  11. Amend Annual Salary Ordinance Section 745010F to reflect the recommendations contained in this report when the status of permanent incumbents is not adversely affected.
- This action results in a salary savings of \$8,440.00 per month at the maximum step based on 1978-79 salary schedules for all positions involved.

1205-79    Renewal of Personal Services Contract between the Fire Department and Michael Taylor, Contractor.

Action:    Adopt staff report. Contract reviewed; Authorize contract for six months; Forward to Purchaser of Supplies.

1207-79    Reclassification of one vacant Q-80 Captain position to Class 0488 Commander in San Francisco Police Department, Field Operations Bureau.

Action:    Adopt staff report.

1. Reclassify one position in Class Q-80 Captain (\$2,475.00 monthly flat rate) to Class 0488 Commander (\$2,922 monthly flat rate). This action will result in a salary increase of \$447.00 monthly.
2. Amend Annual Salary Ordinance Section.
3. Advise Police Department to submit a supplemental appropriation to adjust their 1979-80 budget.
4. The Commission stipulated that the San Francisco Police Department is to advise the Commission with or by periodic reports of progress in the development of standards of work performance.



CLASSIFICATION AND PAY: (continued)

1208-79 Request of the Director of Health to establish five new one position classifications for the Department of Public Health and to amend specifications for two classifications.

Action: Adopt staff report.

1. Adopt the following five new classification:

561010

- a) 1-2895 Program Chief, Community Mental Health Services (Sch 58.2 \$15665B1899, 3404M4130)

513010

- b) 1-2893 Deputy Director for Administration (Sch. 52.3 1180B1429, 2567M3108)
  - c) 1-2894 Program Chief, Community Public Health Services (Sch. 58.2, \$1565B1899, 3404M4130)
  - d) 1-2896 Deputy Director for Community Health Programs (Sch. 59.2 \$1642B1994, 3571M4337)
  - e) 1-2897 Deputy Director for Program Planning, Development, Research and Evaluation (Flat J-rate \$1771BW)
2. Allocate five new positions to the new classifications (one each) as recommended.
  3. 557010 - Retitle and amend specification for Class 1164 Deputy Director of Health/Administrator, San Francisco General Hospital Medical Center to 1164 Administrator, San Francisco General Hospital Medical Center.
  4. Amend specifications for Class 2182 Administrator, Laguna Honda Hospital.
  5. Abolish the following classifications:

561010

- a) 1-2882 Director of Program Development and Research, Community Mental Health Services (Sch. 54.4 \$1304B1580, 2836M3437)
- b) 1-2887 Assistant Director of Health Care Services for Mental Health (Sch. 59.9 \$1698B2063, 3693M4487)

513010

- c) 1-2889 Assistant Director of Public Health, Public Health Programs (Sch. 59.2 \$1642B1994, 3571M4337)
  - d) 1-2890 Assistant Director of Public Health, Community Medical Services (Sch. 59.2 \$1642B1994, 3571M4337)
6. 513010 - Grant status in new Class 2984 Program Chief, Community Public Health Services (Sch. 58.2 \$1565B1899, 3404M4130) to permanent incumbent in Class 2889 Assistant Director of Public Health, Public Health Programs (Sch. 59.2 \$1642B1994, 3571M4337) according to Civil Service Rule 18.
  7. 561010 - Grant status in new Class 2895 Program Chief, Community Mental Health Services (Sch. 58.2 \$1565B1899, 3404M4130) to eligibles on Civil Service list for Class 2887 Assistant Director of Health Care Services for Mental Health (Sch. 59.9 \$1698B2063, 3693M4487) according to Civil Service Rule 18.
  8. Amend Sections 513010, 561010, 557010 of the Annual Salary Ordinance accordingly.
  9. The effect of this classification action will result in a salary savings of \$3,933.00 per month based on the maximum salary step at 1979-80 rates of pay. The department will be deleting seven positions to help fund the five new positions.

1209-79 Request to designate appropriate classifications for the successful completion of the Airport Terminal Construction Program, Modernization and Replacement Phase.

Action: Adopt staff report.

1. Adopt new classification 9261 Terminal Construction Program Administrator (J, Z flat rate 1977-78, \$1774BW; 1978-79, \$1899BW; 1979-80, \$1862BW).





CLASSIFICATION AND PAY: (continued)

- 1209-79 (CONT')
2. Authorize the use of Class 9756 Staff Assistant XI Special Project (1977-78, \$1613BW; 1978-79, \$1766 BW; 1979-80, \$1613 BW) to serve as Chief Airport Construction Projects Manager.
  3. Authorize the use of Class 9752 Staff Assistant X, Special Project (1977-78, \$1466 BW; 1978-79, \$1605BW; 1979-80, \$1466BW), and Staff Assistant IX, Special Project (1977-78, \$1334BW; 1978-79, \$1461BW; 1979-80, \$1334 BW) to serve as Construction Project Manager, depending on the size, complexity and number of projects managed.
  4. Issue a competitive examination announcement to establish one temporary list of eligibles to be used to fill the Construction Project Manager position at both the Staff Assistant IX level and the Staff Assistant X level.
  5. Amend Salary Ordinance Section 725080 to include one position in Class 9261 Terminal Construction Program Administrator.
  6. Advise department to submit supplemental appropriation request.

1210-79 Request to staff the Jail Clean-up Project, funded by the Office of Criminal Justice Planning.

Action: Adopt staff report.

1. Approve the filling of the Project Director, Jail Clean-up Program position with Mr. Michael Shaw from February 1, 1979 through September 30, 1979.
2. Approve back-date requisition in Class 9732 Staff Aide II, Special Project (1977-78, \$416BW; 1978-79, \$456BW; 1979-80, \$416BW), for this purpose from February 1, 1979, subject to approval of the Controller's Office.
3. Allow back-pay to Mr. Shaw from February 1, 1979 through the present time, subject to approval of the Controller's Office.

IN-SERVICE ACTIVITIES:

2161-78 On Remand from the Superior Court: Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05 (b).

Action: Off calendar for review of the record and preparation of findings. To be recalendared for adoption of findings.

2284-79 Request for appointment above the entrance rate for employee in the Controller's Office.

Action: Adopt staff report. Approve the permanent appointment of Shermin Walker at Step 5 in the compensation schedule established for Class 1880 Chief of Systems, pending the Controller's certification that funds are available.

2292-79 Appointment of Colonel Philip S. Day, Jr. to Class 8246 Director, Emergency Services.

- Action:
1. Under Charter Section 8.300 (5), allow Class 8246 Director, Emergency Services to be filled as a temporary exempt position from June 4, 1979 to June 30, 1980, subject to further renewal by the Civil Service Commission in any subsequent fiscal years.
  2. Approve appointment of Colonel Philip S. Day, Jr. at Step 5 in the compensation schedule established for Class 8246 Director, Emergency Services, pending the Controller's certification that funds are available.





IN-SERVICE ACTIVITIES: (continued)

- 2293-79 Request for appointment above the entrance rate for employees in Class 1172 General Manager of Public Utilities.
- Action: Adopt staff report. Approve the permanent appointment of Richard Sklar at Step 5 in the compensation schedule established for Class 1172 General Manager of Public Utilities, pending the Controller's certification that funds are available.
- 2294-79 Appeal of staff's denial of request for leave of absence from Samuel Lew, Class 1650 Accountant, San Francisco Community College District.
- Action: Over to the meeting of June 18, 1979.
- 2307-79 Request for approval to petition California Attorney General to search records by method other than fingerprinting.
- Action: Adopt. Action against employees currently on the payroll who refused or will refuse to be fingerprinted will be held in abeyance pending determination of this matter. Eligibles who refuse to be fingerprinted will be placed under waiver until either fingerprinted or some alternative is developed.
- 2442-78 Appeal of medical rejection from James Moran, 7334 Stationary Engineer.
- Action: Over to the meeting of June 18, 1979.
- 2529-77 Question of back pay for Donald Doering, Class 2526 Ambulance Driver.
- July 18, 1978: (In Executive Session) Refer for evaluation through Employee Referral Program.
- August 1, 1977: (In Executive Session) Over to the meeting of August 15, 1977.
- (In Executive Session) Grant appeal. Reinstate to position. Question of back pay off calendar pending receipt of City Attorney's opinion.
- April 20, 1979: Opinion of the City Attorney received.
- May 21, 1979: Over to the meeting of June 4, 1979.
- Action: Deny request for back pay.
- ADDENDUM NO. 1
- 2257-79 Proposed Amendments to Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.
- May 21, 1979: Post proposed rule changes and refer to the Standing Committee on Charter and Rules Revision. (CSC)
- May 31, 1979: Forward to the full Commission. (SC)
- Action: Adopt.
- 2258-79 Request for approval to submit proposed Charter Amendments to the Board of Supervisors.
- May 21, 1979: Refer to the Standing Committee on Charter and Rules Revision. Staff directed to meet and confer. (CSC)
- May 31, 1979: Forward to the full Commission. (SC)
- Action: Adopt. Forward to the Board of Supervisors.



MISCELLANEOUS:

3013-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:      2640 - 2656      5639 - 5738  
   2917 - 2925      8411 - 8415

Action: Approve. All oral authorizations issued after July 1, 1979 must be accompanied by an appointment survey.

3014-79 Request from various department to back-date requisitions.

T-80354    2903 Eligibility Worker      4/26/79 - 6/30/79    Dept. of Social Services

P-447      8442 Sr. Probation Officer      4/30/79      Adult Probation Dept.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40915-79 Appeal of staff's denial of protests on the qualifications appraisal interview portion of the examination for Class 2903 Eligibility Worker.

Action: Over to the Special Meeting of June 11, 1979.

ADDENDUM NO. 2

40966-79 Adoption of list P-2 for Class Q-35 Assistant Inspector and List P-22 Class Q-50 Sergeant, Police Department.

Action: Adopt list P-2 for Class Q-35 Assistant Inspector and List P-22 for Q-50 Sergeant, San Francisco Police Department.

PART II

GENERAL MANAGER'S REPORT: No report.

COMMISSIONERS' NEW BUSINESS: None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

JUNE 4, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5130-79 Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79.  
Action: Over to the meeting of July 2, 1979.
- 5131-79 Joyce Daniels, 1720 Data Entry Operator, CETA, Controllers, E.D.P., 5/21/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5132-79 Richard Barrie, 7560 Field Conservation Aide, CETA, Department of Public Works, 4/6/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5133-79 Wilson S. Szetto, 1404 Clerk, CETA, Department of Public Health, Emergency Medical Services, 5/21/79.  
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5134-79 Peter Esainko, 1804 Statistician, 1/E-6, Department of Public Health, Central Office, 4/24/79.  
May 21, 1979: Over to the meeting of June 4, 1979. Additional material as requested by the Commission to be submitted by the Department of Public Health.  
Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5135-79 Moises T. Beloy, 9163 Transit Operator, 864/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/10/79.  
Action: Approve. Not to be employed in any capacity requiring the operation of a motor vehicle.
- 5136-79 Georgette Washington, 2302 Orderly, 23/E-305, Department of Public Health, Laguna Honda Hospital, 5/9/79.  
Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance - continued)

5137-79 Jilma Vanegas, 1424 Clerk Typist, 49/E-204, District Attorney, Family Support Bureau, 5/17/79.

Action: Over to the Special Meeting of June 11, 1979.

RESIGNATIONS:

5138-79 Ghulum Janjua, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 4/10/79.

Action: Over to the meeting of June 18, 1979.

5139-79 Bertha Martinez, 2903 Eligibility Worker, 194/E-10, Department of Social Services, 3/9/79.

Action: Over to the meeting of June 18, 1979.

5140-79 Deborah Hobbs, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 2/27/79.

May 21, 1979: Over to the meeting of June 4, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5141-79 James Weathersby, 2736 Porter, 8/E-51, Department of Public Health, San Francisco General Hospital/Medical Center, 3/26/79.

May 21, 1979: Over to the meeting of June 4, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5142-79 Ellis Brown, Jr., 9163 Transit Operator, 75.35/E-106, Public Utilities Commission, San Francisco Municipal Railway, 3/6/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5143-79 Julio R. Fernandez, 9163 Transit Operator, 779/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/20/79.

Action: Approve. Not to be employed in any capacity requiring the operation of a motor vehicle.

5144-79 William D. Neville, 2903 Eligibility Worker, 47/E-8, Department of Social Services, 2/2/79

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.





RESIGNATIONS: (continued)

- 5145-79 Edmund Kai-Sing Wong, 9163 Transit Operator, V363/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/8/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5146-79 Robert A. Morris, 7345 Electrician, 7/E-11, Department of Electricity, 5/9/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5147-79 Charles Calvin, 2736 Porter, V30/E-51, Department of Public Health, San Francisco General Hospital Medical Center, 4/10/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

- 5148-79 Janie Collins, 1220 Payroll Clerk, CETA, Department of Public Health, Central Office, 4/26/79.
- May 21, 1979: Over to the meeting of June 4, 1979.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5149-79 Gregory Carmichael, 2593 Health Program Coordinator III, TLT, 6120 Environmental Health Inspector, 10/E-5, Department of Public Health, Central Office. 5/10/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5150-79 Tyrone Terrell, 9163 Transit Operator, 81/E-103, Public Utilities Commission, San Francisco Municipal Railway, 5/3/79.
- Action: Over to the meeting of June 18, 1979.

\*\*\*\*\*



# SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon  
Rolland C. Lowe, M.D.  
Carlota Texidor del Portillo  
Allen Haile, Ph.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh

General Manager, Personnel

## SPECIAL MEETING

JUNE 11, 1979

9:00 A.M.

Room 282  
City Hall

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Powell

Excused: Commissioner Haile  
Commissioner Salomon presided.

### TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5137-79 Jilma Vanegas, 1424 Clerk Typist, 49/E-204, District Attorney, Family Support Bureau, 5/17/79.

June 4, 1979: Over to the Special Meeting of June 11, 1979.

Action: Return name to list. Not to be employed again by the District Attorney's Office.

### RECRUITMENT AND EXAMINATION:

40915-79 Appeal of staff's denial of protests on the qualifications appraisal interview portion of the examination for Class 2903 Eligibility Worker.

May 7, 1979: Over to the meeting of May 21, 1979. Commissioner del Portillo appointed a Committee of One to review tapes of interviews. Staff to provide requested data.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the Special Meeting of June 11, 1979.

Action: Off calendar.

### IN-SERVICE ACTIVITIES:

2330-79 Request to Extend Limited Tenure Appointments of 12-Months or Longer Beyond June 30, 1979.

Action: 1. Requests from the Retirement System, Office of the Mayor (Excluding Mayor's Office of Employment and Training - Requests from this unit approved for 12-months effective July 1, 1979), and the request to continue one position in Class 9744 Staff Assistant VI San Francisco Unified School District over to the meeting of June 18, 1979.



IN-SERVICE ACTIVITIES: (continued)

2330-79  
(CONT')

2. All other requests approved for 12-months effective July 1, 1979.
3. Civil Service Commission staff to prepare a priority, schedule of examinations and report back to the Commission in the near future.
4. Departments are advised that future approval to continue positions in the Staff Aide or Staff Assistant series are doubtful.
5. Staff to prepare a report of all current Personal Services Contracts detailing whether approved by the Commission and awarded pursuant to Charter Section 8.300-1.

\*\*\*\*\*



SF  
C65  
#5  
-18/79

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 18, 1979 - 1:30 P.M.

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Haile  
Commissioner Powell  
Commissioner Salomon presided.

JUN 27 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of May 21, 1979.

June 4, 1979: Deferred to the meeting of June 18, 1979.

Action: Approve.

Regular meeting of June 4, 1979.

Action: Approve.

ELECTION OF OFFICERS: Commissioner Salomon elected president; Commissioner Lowe elected vice-president for terms expiring May 31, 1980.

IN-SERVICE ACTIVITIES:

2442-78 Appeal of medical rejection from James Moran, Class 7334 Stationary Engineer.

Action: Over to the meeting of July 2, 1979.

2232-79 Appeal of medical rejection from James King, Jr., Class 7560 Field Conservation Aide, CETA,

Action: Over to the meeting of July 2, 1979.

2294-79 Appeal of staff's denial of request for leave of absence from Samuel Lew, Class 1650 Accountant, San Francisco Community College District.

June 4, 1979: Over to the meeting of June 18, 1979.

Action: Adopt staff report. Approve leave of absence for Samuel Lew to accept a temporary position in Class 1842 Management Assistant, District Attorney, Family Support Bureau. Examination Division to recruit and refer qualified candidates in the examination process to the San Francisco Community College District for consideration to fill on a temporary basis the Class 1650 Accountant position vacated by Mr. Lew.

2329-79 Request for appointment above the entrance rate for employee in Class 1512 Executive Assistant - Confidential Secretary to the Public Defender.

Action: Adopt staff report. Approve the permanent appointment of Isabel Huie at Step 3 in the compensation schedule established for Class 1512 Executive Assistant - Confidential Secretary to the Public Defender pending the Controller's certification that funds are available.





IN-SERVICE ACTIVITIES: (continued)

2330-79 Request to Extend Limited Tenure Appointments of 12-Months or Longer Beyond June 30, 1979.

- June 11, 1979:
1. Requests from the Retirement System, Office of the Mayor (excluding Mayor's Office of Employment and Training - Requests from this unit approved for 12-months effective July 1, 1979), and the request to continue one position in Class 9744 Staff Assistant VI San Francisco Unified School District over to the meeting of June 18, 1979.
  2. All other requests approved for 12-months effective July 1, 1979.
  3. Civil Service Commission staff to prepare a priority schedule of examinations and report back to the Commission in the near future.
  4. Departments are advised that future approval to continue positions in the Staff Aide or Staff Assistant series are doubtful.
  5. Staff to prepare a report of all current Personal Services Contracts detailing whether approved by the Commission and awarded pursuant to Charter Section 8.300-1.

Recreation and Parks Department: 1 request

Retirement System: 2 requests

San Francisco Unified School District: 1 request

Office of the Mayor: 21 requests

Action: Approve. Request from the San Francisco Unified School District withdrawn.

2341-79 Proposed Compliance Agreement with the Office of Revenue Sharing.

June 11, 1979: Place on agenda of June 18, 1979 for posting and referral to the In-Service Activities Committee.

- Action:
1. Post.
  2. Full Commission to meet with the Legislative and Personnel Committee of the Board of Supervisors.
  3. Calendar Proposed Compliance Agreement on July 2, 1979.

CLASSIFICATION AND PAY:

1137-79 Request from the Chief Administrative Officer and the Tax Collector to survey one position in Class 4328 Chief, Parking Meter Collections.

Action: Over to the meeting of July 2, 1979.

1203-79 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" symbol.

Action: Adopt staff report. Approve request to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated.

1222-79 Request to establish a new classification in the Sheriff's Office.

Action: Adopt staff report.



CLASSIFICATION AND PAY: (continued)

1222-79  
(CONT')

1. Establish new classification 8315 Assistant Sheriff. (Effective July 1, 1979, J,Z Sch. 49.0 \$1008B1220).
2. Amend Annual Salary Ordinance Section 173010A to include this new position.
3. Advise the Sheriff's Office to submit a supplemental appropriation request to fund this position.

1229-79 Classification of new positions in the 1979-80 Budget.

Action: Adopt staff report. Allocate new positions to recommended classes; Defer classification action on positions so designated. Complete classification data on those classifications designated with the "SC" symbol to be submitted by August 31, 1979.

1231-79 Requests for supervisorial differential adjustments as provided by the Salary Standardization Ordinance during the Fiscal Year 1978-79.

Action: Adopt staff report. Authorize salary adjustments; Departments involved be instructed to prepare appropriate ordinance reflecting these salary adjustments when the Salary Standardization Ordinance for 1978-79 is reinstated. It is further recommended that the Annual Salary Ordinance for 1978-79 be amended to reflect these adjustments.

MISCELLANEOUS:

3015-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2657 - 2672 8416 - 8436  
5739 - 5799

Action: Approve.

### RECRUITMENT AND EXAMINATIONS:

40973-79 Appeal of staff's denial of protest of qualifications appraisal rating for Class  
2940 Child Welfare Worker.

Action: Adopt staff report. Deny appeal of Ms. Luisa Garay-Campbell. (Vote of 3 to 2: Commissioners del Portillo and Haile dissenting)

40983-79 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1979-80.

**Action:** The Commission selected and adopted the following third alternative for breaking tie scores in Fiscal Year 1979-80: #1 - 1; #2 - 7; #3 - 6; #4 - 9; #5 - 0; #6 - 2; #7 - 8; #8 - 4; #9 - 5; #10 - 3.

## PART II

GENERAL MANAGER'S REPORT: The Commission directed the staff to continue the current program of fingerprinting under previously adopted policy.

COMMISSIONERS' NEW BUSINESS: None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

JUNE 18, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5151-79 Elizabeth Hargett, 2322 Head Nurse, 17/P-10, Department of Public Health, Laguna Honda Hospital, 2/27/79.

Action: Over to the meeting of July 2, 1979.

5152-79 Michael J. Longum, 3416 Gardener, V48/P-5, Public Utilities Commission, San Francisco Water Department, 4/30/79.

May 21, 1979: Approve. Reinstate to a position in the class from which promoted pending final determination at the meeting of June 18, 1979.

Action: Reinstate to a position in the class from which promoted.

5153-79 Lonnie Angle, 7514 General Laborer, 18/P-4, Airports Commission, 6/17/79.

Action: Reinstate to a position in the class from which promoted. Return name to the promotive list for 7514 General Laborer under waiver of certification to the Airports Commission.

RESIGNATIONS:

5154-79 Ghulum Janjua, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 4/10/79.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of June 18, 1979.

Action: Off calendar.

5155-79 Bertha Martinez, 2903 Eligibility Worker, 194/E-10, Department of Social Services, 3/9/79.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of June 18, 1979.

Action: Approve. Under waiver for any position in Class 2903 Eligibility Worker for at least one year.

5156-79 Arthur D. Thompson, 2903 Eligibility Worker 108/E-10, Department of Social Services, 5/8/79.

Action: Over to the meeting of July 2, 1979.

5157-79 Chad de Lara, 7409 Electric Transit Service Worker, 45/E-4, Public Utilities Commission, San Francisco Municipal Railway, 4/19/79.

Action: Approve.



RESIGNATIONS: (continued)

5158-79 William Black, 9163 Transit Operator, V310/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/4/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5159-79 Victoria Elegado, 2903 Eligibility Worker, 375/E-8, Department of Social Services, 12/22/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

5160-79 Tyron Terrell, 9163 Transit Operator, 81/E-103, Public Utilities Commission, San Francisco Municipal Railway, 5/3/79.

Action: Over to the meeting of July 2, 1979.

5161-79 Wilfred L. Mapes, 1404 Clerk, CETA, Police Department, 2/9/79.

March 5, 1979: Over to the meeting of March 19, 1979.

March 19, 1979: Over to the meeting of April 2, 1979.

April 2, 1979: Over to the meeting of May 7, 1979.

May 7, 1979: Over to the meeting of June 18, 1979.

Action: Deny appeal. Approve automatic resignation.

5162-79 Ana Ayala, 2312 Vocational Nurse, 35/E-51, Department of Public Health, San Francisco General Hospital/Medical Center, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

Action: Off calendar.

5163-79 Paul D. Matthew, 7560 Field Conservation Aide, CETA, Department of Public Works, 5/21/79. One more chance to establish a satisfactory work record.

Action: Grant appeal. Disapprove automatic resignation. The Mayor's Office of Employment and Training is directed to reinstate to a position in the Class.

DISMISSALS OF PERMANENT EMPLOYEES:

5164-79 Horace Benjamin, Class 2736 Porter, 30/E-48, Department of Public Health, San Francisco General Hospital/Medical Center, 2/22/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5165-79 Terry Benjamin, 2736 Porter, 53/E-50, Department of Public Health, San Francisco General Hospital/Medical Center, 10/22/78.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





DISMISSALS OF PERMANENT EMPLOYEES: (continued)

5166-79 Emerson Brown, 9144 Transit Service Inspector, 21/P-4, Public Utilities Commission, San Francisco Municipal Railway, 12/5/78.

Action: No future employment with the City and County of San Francisco.

5167-79 Walter DeFrantz, 9163 Transit Operator, 75.5/E-106, Public Utilities Commission, San Francisco Municipal Railway, 4/20/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5168-79 John C. Evans, 2736 Porter, V1/E-47, Department of Public Health, Laguna Honda Hospital, 4/25/79.

Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.

5169-79 John Glossbrenner, 1424 Clerk Typist, 18/E-201, Public Utilities Commission, San Francisco Municipal, 3/27/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service and medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.

5170-79 Donald Hall, 2736 Porter, 57/E-51, Juvenile Court, 3/31/79.

Action: No restriction on future employment.

5171-79 Stanton Hill, 9163 Transit Operator, 139/E-90, Public Utilities Commission, San Francisco Municipal Railway, 1/4/79.

Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.

5172-79 Elizabeth Hunter, 1446 Senior Clerk Stenographer, 1/E-55, Public Utilities Commission, San Francisco Municipal Railway, 12/14/78.

Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.

5173-79 Hazel Jackson, 2302 Orderly, 49/E-304, Department of Public Health, Laguna Honda Hospital, 1/22/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5174-79 Johnny Jackson, 9163 Transit Operator, V108/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/14/78.

Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.

5175-79 Alvin Johnson, 2302 Orderly, 8/E-299, Department of Public Health, Laguna Honda Hospital, 2/15/79.



DISMISSALS OF PERMANENT EMPLOYEES: (continued)

- 5175-79 (CONT') Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside City and County service. Not to be employed again by the Department of Public Health.
- 5176-79 Jerome Jordan, 2736 Porter, 112/E-49, Department of Public Health, San Francisco General Hospital/Medical Center, 3/16/79.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside City and County service. Not to be employed again by the Department of Public Health.
- 5177-79 Eduardo A. Martinez, 9163 Transit Operator, 30/P-1, Public Utilities Commission, San Francisco Municipal Railway, 1/31/79.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside City and County service. Not to be employed again by the Department of Public Utilities Commission.
- 5178-79 Stuart B. Sanders, 9163 Transit Operator, 65/E-89, Public Utilities Commission, San Francisco Municipal Railway, 8/14/78.
- Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.
- 5179-79 John H. Sykes, 9163 Transit Operator, 52/E-105, Public Utilities Commission, San Francisco Municipal Railway, 11/30/78.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside City and County service. Not to be employed again by the Department of Public Utilities Commission.
- 5180-79 Harry Lee Wells, 8304 Deputy Sheriff, V23/E-6, Sheriff's Office, 4/20/79.
- Action: Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner upon presentation of evidence of satisfactory progress in a rehabilitation program.
- 5181-79 Richard Wilson, 9163 Transit Operator, 472/E-111, Public Utilities Commission, San Francisco Municipal Railway, 11/24/78.
- Action: Off Calendar.

\*\*\*\*\*



SF  
C65  
#5  
7/2/79

Calendar - Action Items

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 2, 1979 - 2:00 P.M.

JUL 10 1979

DOCUMENTS DEPT.  
SF. PUBLIC L. BR.

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Haile  
Commissioner Powell  
Commissioner Lowe presided.

MINUTES:

Regular meeting of June 18, 1979.

Action: Approve.

IN-SERVICE ACTIVITIES:

2442-78 Appeal of medical rejection from James Moran, Class 7334  
Stationary Engineer.

November 20, 1978: Over to the meeting of December 4, 1979.

December 4, 1978: Refer to medical specialist at own expense.

May 21, 1979: Over to the meeting of June 4, 1979. Copies  
of all material in Civil Service Commission  
files including job description to be sent  
to medical specialist and to appellant.  
Medical Examiner to request update of report  
of medical specialist to be in writing.

June 4, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Grant appeal of James Moran. Upon certification,  
departments to be advised that he is to be considered  
only for positions not requiring sustained physical  
effort and possessing conditions of stress.

2232-79 Appeal of medical rejection from James King, Jr., Class 7560  
Field Conservation Aide, CETA.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Over to the meeting of July 16, 1979. Medical Examiner  
to prepare written report of recent medical examination.  
Tom Anderson, Public Utilities Commission, San Francisco  
Municipal Railway to be in attendance.

2336-79 Request for appointment above the entrance rate for employee in  
Class 1580 Executive Deputy, Mayor's Office.

Action: Adopt staff report. Approve the permanent appointment of  
Hadley R. Roff at Step 5 in the compensation schedule  
pending the Controller's certification that funds are  
available.





IN-SERVICE ACTIVITIES: (continued)

- 2341-79 Proposed Compliance Agreement with the Office of Revenue Sharing.
- June 11, 1979: Place on agenda of June 18, 1979 for posting and referral to the In-Service Activities Committee.
- June 18, 1979: 1. Post.
2. Full Commission to meet with the Legislative and Personnel Committee of the Board of Supervisors.
3. Calendar Proposed Compliance Agreement on July 2, 1979.
- June 25, 1979: Recessed to 5:00 P.M., Thursday, June 28, 1979.
- Action: Based upon the interpretations of principles as enunciated on the record by Commissioner Lowe, the Civil Service Commission approves in principle the proposed Compliance Agreement with the Office of Revenue Sharing, as signed by the Mayor and forwarded to this Commission and to the Board of Supervisors, with the understanding that the Board of Supervisors approve said agreement and that meet and confer sessions occur with respect to all aspects of this agreement now and in the future under applicable law.
- 2347-79 Exceptions to the Order of Lay-Off, Department of Public Health.
- Action: Adopt staff report as amended. Approve exceptions to the order of lay-off in Classes 2566 Rehabilitation Counselor, 2232 Senior Physician Specialist, 2574 Clinical Psychologist, 2587 Health Worker III and 2588 Health Worker IV, as requested by the Department of Public Health.
- 2352-79 Designated Bilingual Positions for Fiscal Year 1979-80.
- Action: Adopt staff report. Approve compensation as of July 1, 1979 for bilingual services for positions designated. Staff directed to report within one month with specific plan for assessing and certifying the competency of employees in languages other than English. (Vote of 4 to 1: Commission Salomon dissents).
- 2354-79 Request to Extend Limited Tenure Appointments of 12-Months or Longer Beyond June 30, 1979.
- Juvenile Court 9 requests
- Department of Public Health 1 request
- Rec: 1. Approve report from Department of Public Health.
2. Nine requests from Juvenile Court over to the meeting of July 16, 1979. Representatives from Juvenile Court to be in attendance.
- 2355-79 Proposed Charter Amendment adding Section 8.408 Relating to Cost of Living Adjustments to Salaries and Wages of Officers and Employees based on residency. File number 243-79.
- Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed Charter Amendment.





IN-SERVICE ACTIVITIES: (continued)

2356-79 Proposed Charter Amendment Amending Section 8.405, Pertaining to Salaries of Police and Fire Departments. File number 240-79.

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse the proposed Charter Amendment.

2357-79 Proposed Charter Amendment Amending Section 3.661, Relating to Establishment of a Senior Executive Service in the Civil Service System.

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission endorses the proposed Charter Amendment.

CLASSIFICATION AND PAY:

1137-79 Request from the Chief Administrative Officer and the Tax Collector to survey one position in Class 4328 Chief, Parking Meter Collections.

May 7, 1979: Off calendar.

June 4, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 4328 Chief, Parking Meter Collections (1978-79: Sch. 34.3 \$505B608, 1098M1322, 1979-80: Sch. 37.2 \$578B697, 1257M1516) to Class 1802 Research Assistant (1978-79: Sch. 34.5 \$510B614, 1109M1355, 1979-80: Sch. 35.4 \$531B641, 1155M1394). According to 1979-80 rates, this action will result in a cost savings of \$122.00 per month based on the fifth step of both positions.
2. Advise the department to submit a supplemental appropriation request to reflect this action.
3. Amend Annual Salary Ordinance Section 261010 accordingly.

1186-79 Request to survey one vacant position in Class 1932 Assistant Storekeeper at the San Francisco Community College District.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1932 Assistant Storekeeper (Sch. 30.3 \$420B505, 914M1098) to Class 1934 Storekeeper (Sch. 32.3 \$460B554, 1001M1205). This action will result in a salary increase of \$107.00 per month based on the fifth step of both positions.
2. Advise the San Francisco Community College District to amend its Annual Salary Resolution accordingly.



CLASSIFICATION AND PAY: (continued)

1230-79 Request to classify five new exempt bureau head positions in the  
(CONT') Public Utilities Commission Pursuant to a reorganization therein;  
and to establish a new class to replace two current classes.

Action: Adopt staff report.

1. Establish a new classification of 1677 Assistant General Manager, Finance, Bureau of Financial Management, Public Utilities Commission (effective 7/1/79: \$1881 BW flat, J.Z.).
2. Establish a new classification of 1895 Assistant General Manager, Administration, Bureau of Administration, Public Utilities Commission (effective 7/1/79: \$1765 BW flat, J.Z.).
3. Establish a new classification of 5189 Deputy General Manager and Chief Engineer, Public Utilities Commission (effective 7/1/79: \$2094 BW flat, J.Z.).
4. Establish a new classification of 1885 Manager, Bureau of Management Information Systems, Public Utilities Commission (effective 7/1/79: \$1535 BW flat, J.Z.).
5. Establish a new class of 1856 Manager, Bureau of Performance Monitoring, Public Utilities Commission (effective 7/1/79: \$1220 BW flat, J.Z.).
6. Establish a new classification of 5185 General Manager, Hetch Hetchy Project (effective 7/1/79: \$1740 BW flat, J.Z.).
7. Amend the Annual Salary Ordinance as follows:
  - a. Section 705010A by adding one position in each of the five new classes.
  - b. Section 705010B by deleting one position in Class 1681 Assistant General Manager, Finance.
  - c. Section 706010 by deleting one position in Class 1880 Chief of Systems.
  - d. Section 735010 by deleting one position in Class 9181 Deputy General Manager, Finance and Administration, Muni-Transit.
  - e. Section 745010A by deleting one position in Class 5163 Water Department Assistant General Manager, Operations and Maintenance.
  - f. Section 755010 by deleting one position in Class 5140 Hetch Hetchy Project Assistant General Manager and one position in Class 5144 General Manager, Hetch Hetchy Project and Utilities Engineering Bureau; and adding one position in Class 5185 General Manager, Hetch Hetchy Project.

This action will result in an annual savings of \$34,465.00 based on the 1979-80 salary rates.

1232-79 Renewal of Personal Services Contract between the Adult Probation  
Department and George Lazarus.

Action: Adopt staff report. Contract reviewed; Forward to Purchaser of Supplies.



CLASSIFICATION AND PAY: (continued)

1244-79 Review of the defunding of eight positions in the Department of  
(CONT') Public Health, Community Mental Health Services.

Action: Adopt staff report.

1. Find that the defunding is within the authority of the appointing officer in accordance with Charter Section 3.501.
2. Approve exception to order of lay-off per Civil Service Rule 32.05 (c) by laying off Dr. David Shupp in Class 2233 Supervising Physician Specialist.
3. Deem promotive for lay-off purposes the entrance appointments of Dr. Paul Freeman and Dr. David Shupp, Class 2233 Supervising Physician Specialist, Carmella May, Class 2934 Chief Psychiatric Social Worker and Dr. Jeffery Caine, Class 2574 Supervising Clinical Psychologist per Civil Service Commission Rule 32.09 (b).

MISCELLANEOUS:

3016-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	0001 - 0090	4000 - 4076
	3000 - 3039	5000 - 5395
	2673 - 2695	5800 - 5839
	2926 - 2936	8437 - 8452
		9000 - 9080

Action: Approve.

RECRUITMENT AND EXAMINATION:

40999-79 Police Officers Special Report.

Action: Over to the meeting of July 16, 1979.

PART II

GENERAL MANAGER'S REPORT: None

COMMISSIONERS' NEW BUSINESS: None



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

JULY 2, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5182-79 Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79.
- May 21, 1979: Over to the meeting of June 4, 1979.
- June 4, 1979: Over to the meeting of July 2, 1979.
- Action: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.
- 5183-79 Reconsideration of Civil Service Commission action of May 7, 1979. Bobby Jones, 2708 Custodian, TLT, Airports Commission, 4/12/79.
- May 7, 1979: Approve.
- Action: Off calendar.
- 5184-79 Charles Gutter, Jr. 7560 Field Conservation Aide, CETA, Public Works, 5/9/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5185-79 Romulo Santos, 2708 Custodian, TLT, Airports Commission, 6/4/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5186-79 Johnny Johnson, Jr. 2528 Medical Steward, CETA, Department of Public Health, Jail Medical Services, 6/7/79.
- Action: Over to the meeting of July 16, 1979.
- 5187-79 Virginia Coltran, 1426 Senior Clerk Typist, TLT, Police Department, 5/31/79.
- Action: Approve. Refer to staff for further testing and temporary placement if possible.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5188-79 Jean Paul Fontan, 9163 Transit Operator, 681/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/27/79.

Action: Over to the meeting of July 16, 1979.

5189-79 William Snell, 2708 Custodian, 86/E-57, Airports Commission, 6/14/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5190-79 Gayman J. Sun, 7380 Electrical Transit Mechanic Assistant Supervisor, 11/P-1, Public Utilities Commission, San Francisco Municipal Railway, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Over to the meeting of July 16, 1979.

5191-79 Elizabeth Hargett, 2322 Head Nurse, 17/P-10, Department of Public Health, Laguna Honda Hospital, 2/27/79.

March 19, 1979: Over to the meeting of April 16, 1979.

April 16, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Over to the meeting of July 16, 1979.

RESIGNATIONS:

5192-79 Arthur D. Thompson, 2903 Eligibility Worker, 108/E-10, Department of Social Services, 5/8/79.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Over to the meeting of July 16, 1979.

5193-79 Sheila Melton, 1424 Clerk Typist, 26/P-31, Department of Public Health, San Francisco General Hospital/Medical Center, 4/22/79.

Action: Over to the meeting of July 16, 1979.

5194-79 Charles E. Bailey, Jr., 9163 Transit Operator, 25/E-107, Public Utilities Commission, San Francisco Municipal Railway, 5/29/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



APPEALS OF AUTOMATIC RESIGNATION:

5195-79 Tyrone Terrell, 9163 Transit Operator, 81/E-103, Public Utilities Commission, San Francisco Municipal Railway, 5/3/79.

June 4, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

Action: Off calendar.

5196-79 Dorian E. Wallace, 1404 Clerk, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/3/79.

Action: Deny appeal. Approve Automatic Resignation.  
Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and  
County service.

5197-79 Odell Spencer, 7502 Asphalt Worker, 4/E-6, Public Works, 6/11/79.

Action: Return name to list under waiver of certification  
until medically cleared by the Civil Service Commission  
Medical Examiner upon presentation of evidence of satis-  
factory progress in a rehabilitation program. One more  
chance to establish a satisfactory work record.

5198-79 Stephen Healy, 7514 General Laborer, TLT, Public Works, 6/4/79.

Action: Off calendar.

5199-79 Charles Tyner, Sr., 9163 Transit Operator, 20/E-106 Public Utilities Commission, San Francisco Municipal Railway, 6/8/79.

Action: Deny appeal. Approve Automatic Resignation.  
Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and  
County service.



SF  
65

*Cal. ...*

City and County of San Francisco

Civil Service Commission



JULY 9, 1979

SF  
65  
5  
/5/79

*Calendar*

DOCUMENTS  
PUBLIC

NOTICE OF ACTION TAKEN BY THE  
CIVIL SERVICE COMMISSION

The Civil Service Commission has voted to deny all requests for re-consideration of its action of May 7, 1979 in the cancellation of the entrance announcement for Class 7355 Truck Driver. The Commission sustained its decision to conduct the examination at this time, on a promotive basis only.

In accordance with the Rules of the Civil Service Commission, the May 7, 1979 action is final and all administrative appeal rights have been exhausted.

CIVIL SERVICE COMMISSION

*Albert C. Walker*  
Albert C. Walker  
Assistant Secretary

ACW:dle

(415) 558-5524

Room 151 City Hall

San Francisco 94102

July 2, 1979.

1. Approve request from Department of Public Health.
2. Nine requests from Juvenile Court over to the meeting of July 16, 1979. Representatives from Juvenile Court to be in attendance.



SF  
C65  
#5  
7/16/79

Calendar - Action Items

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 16, 1979 - 2:00 P.M.

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Powell

Excused: Commissioner Haile  
Commissioner Salomon presided.

JUL 23 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Commissioner Salomon excused from meeting for items 2304 through 2388 (excluding item 2388 which was taken out of order as the first item of business).

Commissioner Lowe excused from Part III (excluding item 5214 which was taken out of order as the first item of business).

MINUTES:

Regular meeting of July 2, 1979.

Action: Approve.

IN-SERVICE ACTIVITIES:

2232-79 Appeal of medical rejection from James King, Jr., Class 7560 Field Conservation Aide, CETA.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Grant appeal subject to Commission review of on-the-job performance at the meeting of August 6, 1979.

2304-79 Request for appointment above the entrance rate for Robert King, 8304 Deputy Sheriff.

Action: Deny staff report. Grant request of the Sheriff to appoint Robert King, 8304 Deputy Sheriff at step 5 pending the Controller's certification that funds are available.

2344-79 Request for appointment above the entrance rate for William Chen, 5254 Associate Mechanical Engineer, San Francisco Municipal Railway.

Action: Adopt staff report. Approve appointment of William Chen to Step 5 in the compensation schedule established for Class 5254 Associate Mechanical Engineer, pending the Controller's Certification that funds are available.

2354-79 Request to Extend Limited Tenure Appointments of 12-Months or Longer Beyond June 30, 1979.

Juvenile Court 9 requests

Department of Public Health 1 request

- July 2, 1979:
1. Approve request from Department of Public Health.
  2. Nine requests from Juvenile Court over to the meeting of July 16, 1979. Representatives from Juvenile Court to be in attendance.





IN-SERVICE ACTIVITIES:

- 2354-79 (cont.) Action: Approve nine requests from the Juvenile Court. Request the Chief Juvenile Probation Officer to report at the meeting of August 6, 1979 as to proposals to avoid repetition of failure to meet deadlines in the future.
- 2376-79 Request for appointment above the entrance rate for Michael Sands, 2233 Supervising Physician Specialist, Department of Public Health.
- Action: Approve appointment of Michael Sands at Step 3 in the compensation schedule established for Class 2233 Supervising Physician Specialist, pending the Controller's certification that funds are available.
- 2381-79 Request from the Mayor's Office of Employment and Training for exceptions to the order of Lay-Off.
- Action: Approve. In accordance with Civil Service Commission Rule 32, Section 32.05 (a), grant blanket authorization for exception to the order of Lay-Off for all present and future CETA participants who reach the legislative limit of 78 weeks of employment.
- 2388-79 Memorandum of Understanding in connection with the Compliance Agreement with the Office of Revenue Sharing.
- Action: Subject to the stipulations contained in the records on this matter, the Commission president is authorized to sign the Memorandum of Understanding with employee organizations. (Vote of 4 to 0: Commissioner Haile excused).

CLASSIFICATION AND PAY:

- 1254-79 Request for supervisory differential adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of promotive Transit classifications at the San Francisco Municipal Railway.
- Action: Over to the meeting of August 6, 1979.
- 1259-79 Classification of new position in the 1979-80 Budget in the Controller's Office.
- Action: Adopt staff report.
1. Classify subject position in Class 1270 Departmental Personnel Officer ("Z", 43.2, \$766-925 B/W). This action will result in a savings of approximately \$668 per month compared to the classification approved in the Budget. (Class 1272, 49.2, \$1018-1232 B/W).
  2. Advise the Controller to submit a supplemental appropriation request to effect this action.
  3. Amend Annual Salary Ordinance Section 09/01/00/01001 accordingly.
- 1260-79 Amendment to the specification for Class 1276 Departmental Personnel Director.
- Action: Adopt staff report. Amend the specification for Class 1276 Departmental Personnel Director as recommended.
- 1262-79 Request from Dr. Boyd G. Stephens, Chief Medical Examiner-Coroner to use the Staff Assistant series for one 10-hour per week position to staff a Federally funded "Forensic Serology and Toxicology Analysis" Project.
- Action: Adopt staff report. Authorize the Office of the Chief Medical Examiner-Coroner to use Class 9740 Staff Assistant IV, Special Project for a period of one year on a 10-hour per week basis. Approve the employment of Dr. Donna J. Allison.



CLASSIFICATION AND PAY: (continued)

1263-79      Amendment to the specification for Class 7410 Automotive Service Worker.  
Action: Over to the meeting of August 6, 1979.

MISCELLANEOUS:

3018-79 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0091-0118	4077-4103	5840-5856
	3040-3042	5381-5500	9080-9091

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40972-79 Request for a change in the requirements for Class 1414 Elections Supervisor  
promotive examination.

Action: Reissue examination announcement to provide for a qualifying written examination in addition to the oral examination and deleting the requirement that candidates in Class 1408 Principal Clerk have 2 years additional experience.

40999-79      Police Officers Special Report.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Adopt staff report. Sustain rejection of Tusipa Anoa'i.

## PART II

GENERAL MANAGER'S REPORT: None.

COMMISSIONERS' NEW BUSINESS: None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

JULY 16, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5200-79 Johnny Johnson, Jr., 2528 Medical Steward, CETA, Department of Public Health, Jail Medical Services, 6/7/79.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5201-79 Walter M. Reid, 7514 General Laborer, Department of Public Works, 5/22/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5202-79 Jean Paul Fontan, 9163 Transit Operator, 681/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/27/79.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5203-79 John J. Vidal, 1220 Payroll Clerk, 24/E-5, Department of Public Health, San Francisco General Hospital/Medical Center, 7/6/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATIONS:

5204-79 Sheila Melton, 1424 Clerk Typist, 26/P-31, Department of Public Health, San Francisco General Hospital/Medical Center, 4/22/79.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Accept resignation with services satisfactory.



RESIGNATIONS: (continued)

5205-79 Arthur D. Thompson, 2903 Eligibility Worker, 108/E-10, Department of Social Services, 5/8/79.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Over to the meeting of August 6, 1979.

5206-79 Kenneth Block, 2903 Eligibility Worker, 27/E-6, Department of Social Services, 4/8/79.

Action: Over to the meeting of August 6, 1979.

5207-79 Michael Day, 1240 Assistant Personnel Analyst, CETA, Civil Service Commission, 6/22/79.

Action: Off Calendar. Mr. Day to notify the Assistant Secretary when prepared to proceed.

5208-79 Charles Gale, Q-50 Sergeant, V-28/P-21, Police Department, 6/21/79.

Action: Approve. No future employment with the City and County of San Francisco.

5209-79 Estelle L. Trujillo, 2320 Registered Nurse, 2/E-506, Department of Public Health, San Francisco General Hospital/Medical Center, 5/9/79.

Action: Over to the meeting of August 6, 1979.

5210-79 Joanne Webster, 2903 Eligibility Worker, 41/E-9, Department of Social Services, 4/6/79.

Action: Over to the meeting of August 6, 1979.

5211-79 Sylvia D. Huey, 1444 Clerk Stenographer, 3/E-28, Department of Public Health, San Francisco General Hospital/Medical Center, 6/19/79.

Action: Over to the meeting of August 6, 1979.

DISMISSALS OF PERMANENT EMPLOYEES:

5212-79 Gloria Yen, 1426 Senior Clerk Typist, 28/E-74, Department of Social Services, 6/20/79.

Action: Over to the meeting of August 6, 1979.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5213-79 Gayman J. Sun, 7380 Electrical Transit Mechanic Assistant Supervisor, 11/P-1, Public Utilities Commission, San Francisco Municipal Railway, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Over to the meeting of August 6, 1979.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive) (continued)

5214-79 Elizabeth Hargett, 2322 Head Nurse, 17/P-10, Department of Public Health,  
Laguna Honda Hospital, 2/27/79.

March 19, 1979: Over to the meeting of April 16, 1979.

April 16, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

Action: Reinstate to a position in the Class from which promoted - Class  
2320 Registered Nurse.



# SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon  
Rolland C. Lowe, M.D.  
Carlota Texidor del Portillo  
Allen Haile, Ph.D.  
Genevieve Powell

President  
Vice-President  
Commissioner  
Commissioner  
Commissioner

AUG 15 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

John J. Walsh

General Manager, Personnel

## SPECIAL MEETING

July 30, 1979

5:00 P.M.

Room 2B (Basement)  
City Hall

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Haile  
Commissioner Powell  
Commissioner Salomon presided.

### CLASSIFICATION AND PAY:

309-79 Survey of monthly rates paid to Police Officers and Fire Fighters in all cities of 350,000 population or over in the State of California.

Action: Adopt staff report. Certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

### IN-SERVICE ACTIVITIES:

2417-79 Proposed Charter Amendment Amending Section 8.326 - Promotions in General; and Section 8.329 - Certification of Eligibles.

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission endorses the proposed Charter Amendments.

### SEPARATIONS FROM THE SERVICE:

5215-79 Dennis Clyde Dougherty, Q2 Police Officer, 581/E-90, Police Department, 1/15/79.

March 19, 1979: Over to the meeting of April 2, 1979.

April 2, 1979: Off calendar.

Action: Off calendar. To be recalendared following review of records of Police Commission hearing and other available records.

5216-79 Peter J. Whitcomb, Q2 Police Officer, 587/E-90, Police Department, 1/24/79.

March 5, 1979: Over to the meeting of March 19, 1979.

March 19, 1979: Over to the meeting of April 2, 1979.

April 2, 1979: Off calendar.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

- 5225-79 John Joseph O'Dowd, 1844 Senior Management Assistant, 2/E-2, Department of Social Services, 7/2/79.
- Action: Return name to Holdover Roster. Not to be certified to the position from which terminated in Class 1844 Senior Management Assistant, Department of Social Services. (Vote of 4 to 1: Commissioner Salomon dissents)

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5217-79 Vernon Foster, 8207 Buildings and Groundsperson, CETA, Police Department, 7/13/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Police Department.
- 5218-79 Ronald Hardy, 1402 Junior Clerk, CETA, Department of Public Health, Community Mental Health Services, 6/21/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5219-79 Uriel L. Gaines, 2586 Health Worker II, TLT, Department of Public Health, San Francisco General Hospital/Medical Center, 7/20/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5220-79 Gerald Thompson, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 7/17/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. (Vote of 4 to 1: Commissioner Powell dissents)
- 5221-79 Johnny Bailey, 1424 Clerk Typist, TLT, Department of Social Services, 7/10/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.
- 5222-79 Marc Paton, 7334 Stationary Engineer, TLT, Airports Commission, 7/10/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5223-79 Elsy Diaz Martinez, 9910 Public Service Trainee, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 7/17/79.

Action: (In Executive Session): Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5224-79 Mary Tucker, 1446 Senior Clerk Stenographer, 8/E-101, San Francisco Unified School District, 7/19/79.

Action: Return name to list. Not to be employed again by the San Francisco Unified School District.

5226-79 Flor de Maria Crane, 1843 Associate Coordinator, 3/E-1, Commission on the Status of Women, 7/12/79.

Action: Over to the meeting of August 6, 1979.

5227-79 Teresa Ann Hubbard, 9210 Airport Police, 59/E-13, Airports Commission, 7/18/79.

Action: Off calendar.

5228-79 Barbara Calmes, 1426 Senior Clerk Typist, 133/E-108, District Attorney's Office, Family Support Bureau, 7/20/79.

Action: Return name to list under waiver of certification until medically cleared by the Civil Service Commission Medical Examiner.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5229-79 Taylor Duval, 7514 General Laborer, 53/P-3, Public Utilities Commission, Water Department, 5/22/79.

Action: Reinstate to a position in the class from which promotive in Class 7530 Street Cleaner.

5230-79 Jaman Kitchell, 1408 Principal Clerk, 76/P-5, Department of Social Services, 7/6/79.

Action: Over to the meeting of August 20, 1979.

5231-79 Marjorie Altman, 1708 Senior Telephone Operator, 1/P-2, Department of Public Health, San Francisco General Hospital/Medical Center, 6/14/79.

Action: Disapprove. Reinstate to the position from which terminated with back pay offset by the period of employment outside the City and County Service.

5232-79 Alfonza Tucker, 9124 Senior Transit Information Clerk, 2/P-2, Public Utilities Commission, San Francisco Municipal Railway, 7/18/79.

Action: Disapprove. Reinstate to the position from which terminated. (Vote of 4 to 1: Commissioner Salomon dissents)

RESIGNATIONS:

5233-79 Geraldine Lee, 2302 Orderly, 18/E-280, Department of Public Health, San Francisco General Hospital/Medical Center, 7/14/79.

Action: Approve. Future employment subject to medical clearance by the Civil Service Medical Examiner.





RESIGNATIONS: (continued)

- 5234-79 Elizabeth R. Colbert, 2910 Social Worker, 53/P-1, Department of Social Services, 3/27/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.
- 5235-79 Essie McCoy, 2903 Eligibility Worker, 128/E-4, Department of Social Services, 12/14/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.
- 5236-79 Patricia Steuben, 2903 Eligibility Worker, 128/E-4, Department of Social Services, 12/14/79.
- Action: Over to the meeting of August 6, 1979.
- 5237-79 Scott Merckel, 1424 Clerk Typist, TLT, District Attorney's Office, Family Support Bureau, 6/22/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the District Attorney's Office.
- 5238-79 George Versea, 2736 Porter, 54/E-50, Department of Public Health, Laguna Honda Hospital, 5/21/79.
- Action: Over to the meeting of August 6, 1979.
- 5239-79 Peggy S. Carlan, 2320 Registered Nurse, 4/E-491, Department of Public Health, San Francisco General Hospital/Medical Center, 5/22/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5240-79 Michael Day, 1240 Assistant Personnel Analyst, CETA, Civil Service Commission, 6/22/79.
- July 16, 1979: Off calendar. Mr. Day to notify the Assistant Secretary when prepared to proceed.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. (Vote of 4 to 1: Commissioner Powell dissents)

\*\*\*\*\*



*Salomon - del Portillo*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 6, 1979 - 2:00 P.M.

AUG 15 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner Haile  
Commissioner Powell

Excused: Commissioner del Portillo

Commissioner Salomon presided.

Commissioner Salomon excused after item 2232-79.

MINUTES:

Regular Meeting of July 16, 1979.

Action: Approve.

CLASSIFICATION AND PAY:

- 198-79 Request to establish a new Class of 8218 Municipal Transit Police Officer in the San Francisco Police Department.  
Action: Over to the meeting of August 20, 1979.
- 251-79 Request to amend the Specification for Class 3618 Library Technical Assistant II.  
Action: Over to the meeting of August 20, 1979.
- 254-79 Request for Supervisory Differential Adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of promotive Transit Classifications at the San Francisco Municipal Railway.  
July 16, 1979: Over to the meeting of August 6, 1979.  
Action: Over to the first meeting of September. Staff to request opinion of the City Attorney.
- 263-79 Request to amend the Specification for Class 7410 Automotive Service Worker.  
July 16, 1979: Over to the meeting of August 6, 1979.  
Action: Over to the meeting of August 20, 1979.
- 279-79 Request from various Departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" symbol.  
Action: Over to the meeting of August 20, 1979.
- 285-79 Survey of four positions at the Adult Probation Department.  
Action: Over to the meeting of August 20, 1979.
- 290-79 Request for authority to conduct a salary survey for salary standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1980-81.



CLASSIFICATION AND PAY (cont.)

- 1290-79 (cont.) Action: Adopt staff report.
1. Authorize the conduct of a salary survey for salary standardization for fiscal year 1980-81, including a supplemental BASSC Crafts salary survey.
  2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
  3. Request that the Board of Supervisors authorize and arrange for the up-dating of the salary survey through circa mid-March, 1980.
  4. Issue of certification of prevailing working conditions other than hazardous duty pay. Over to the meeting of August 20, 1979.
- 1307-79 Request to classify one new position (1979-80 Budget), Hetch Hetchy Project.
- Action: Adopt staff report.
1. Establish a new Class of 7279 Powerhouse Electrician Supervisor II (Sch. J,Z 49.6 \$1037B1255, \$2255M2730).
  2. Allocate one position enumerated in the Budget as A180 Power Plant Electrician Superintendent (Sch. J,Z \$940B1137) to Class 7279 Powerhouse Electrician Supervisor II.
  3. Advise the Department to submit a supplemental appropriation to adjust the budgeted rate.
  4. Amend Section 32/00/00/3000 of the Annual Salary Ordinance accordingly.
- 1311-79 Request to establish a new classification of Traffic Hearing Officer in the Juvenile Court.
- Action: Adopt staff report.
1. Establish a new classification and position of 8407 Traffic Hearing Officer, Juvenile Court (J,Z Sch. 45.7 \$862B1042, \$1875M2266).
  2. Delete one position in Class 8324 Supervising Counselor, Juvenile Hall (Sch. 41.5 \$707B854, \$1538M1857).
  3. Amend Annual Salary Ordinance Sections 12/01/00/01001 and 12/02/00/01001 to reflect this action.
  4. Advise the Department to submit a supplemental appropriation request to adjust their budget.
- 1314-79 Correction of clerical error in Class 2987 Community Representative, Office of Aging in the Salary Standardization Ordinance, Fiscal Years 1977-78, 1978-79.
- Action: Adopt staff report. Correct clerical error in Class 2987 Community Representative, Office of Aging; forward to Office of San Francisco Commission on Aging in order that retroactive payment can be made.
- 1315-79 Reclassification of one vacant position in Class 1246 Principal Personnel Analyst in the Department of Public Health.
- Action: Over to the meeting of August 20, 1979. Staff to provide details as requested by the Commission related to the examination for Class 1231 Associate Affirmative Action Coordinator.



CLASSIFICATION AND PAY (cont.)

1316-79 Request to survey one vacant position in Class 4306 Collections Clerk located at the Juvenile Court Probation Office.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 4306 Collections Clerk (Sch. 29.3 \$402B482, \$874M1048) to Class 1220 Payroll Clerk (Sch. 31.2 \$438B526, \$953M1144) 1979-80 rates.
2. Amend Annual Salary Ordinance Section 12/01/00/01001 to reflect this action.
3. Advise Department to submit a companion supplemental appropriation.

1321-79 Classification of 312 new positions approved in the Public Utilities Commission, San Francisco Municipal Railway Muni-Metro Budget for 1979-80.

Action: Adopt staff report as amended.

1. Classify 278 new positions.
2. Adopt new classification 9197 Signal & Systems Engineer (Flat rate J \$1249BW, \$2717M); allocate one newly budgeted position to this Class.
3. Defer classification on 33 positions.
4. Amend Annual Salary Ordinance Section 35/00/00/31730 (Federally Funded positions) to reflect these actions.
5. Temporary appointments authorized only through June 31, 1980.

1323-79 Certification of wage schedules for platform employees, coach and bus operators and trainees of the San Francisco Municipal Railway for 1979-80 and conditions and benefits of employment which may be fixed for 1979-80.

Action: Adopt staff report. Certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

1325-79 Survey of one vacant position in Class 1446 Senior Clerk Stenographer located in the Office of the Assistant Dean of Students, City College.

Action: Adopt staff report.

1. Reclassify one position in Class 1446 Senior Clerk Stenographer (Sch. 31.8, \$977M1177) to Class 1426 Senior Clerk Typist (Sch. 30.8, \$935M1124). This represents a salary decrease of \$53.00 monthly at the maximum step.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1N-SERVICE ACTIVITIES:

2418-79 Motion from Commissioner Darrell Salomon to adopt Part 1V, Departmental Utilization Analysis, ("Goals and Timetables") of the Affirmative Action Plan for Equal Opportunities.

Action: Adopt proposed Part 1V, Departmental Utilization Analysis ("Goals and Timetables") of the Affirmative Action Plan for Equal Opportunities to automatically expire on October 1, 1979. Notify the Office of the Mayor.





IN-SERVICE ACTIVITIES: (cont.)

- 2232-79 Appeal of medical rejection from James King, Jr., Class 7560 Field Conservation Aide, CETA.
- May 21, 1979: Over to the meeting of June 18, 1979.
- June 18, 1979: Over to the meeting of July 2, 1979.
- July 2, 1979: Over to the meeting of July 16, 1979.
- July 16, 1979: Grant appeal subject to Commission review of on-the-job performance at the meeting of August 6, 1979.
- Action: Grant appeal of James King, Jr. Find medically qualified for the position to which appointed at the Public Utilities Commission - San Francisco Municipal Railway (Vote of 3 to 1: Commissioner Salomon dissents).
- 2263-79 Request for appointment above the entrance rate for two employees in Class 1862 Systems and Procedures Analyst, San Francisco Unified School District.
- Action: Adopt staff report. Approve the permanent appointments of Kurt Iverson and Max Schliecher at Step 3 in the compensation schedule established for Class 1862 Systems and Procedures Analyst pending the Controller's certification that funds are available.
- 2382-79 Request for appointment above the entrance rate for Leonard M. Jeffers, Class 5240 Electrical Engineer, Public Utilities Commission, Hetch Hetchy.
- Action: Deny staff report. Grant request for appointment above the entrance rate for Leonard M. Jeffers, Class 5240 Electrical Engineer, Public Utilities Commission, Hetch Hetchy at step 5 in the compensation schedule established pending the Controller's certification that funds are available.
- 2399-79 Request for appointment above the entrance rate for Jose Jesus Ferrer, M.D. Class 2230 Physician Specialist, Coroner's Office.
- Action: Adopt staff report. Approve the permanent appointment of Jose Jesus Ferrer M.D. at step 5 in the compensation schedule established for Class 2230 Physician Specialist, pending the Controller's certification that funds are available.
- 2407-79 Appeal of denial of request for Leave of Absence by Ester Obico, Class 1650 Accountant, San Francisco Community College District.
- Action: Adopt staff report. Approve leave of absence for Ester Obico to accept a temporary position in Class 1652 Senior Accountant, Airports Commission.
- 2419-79 Resolution of Commendation for Bruce Nelson, Attorney-at-Law, for his assistance in negotiations with the Office of Revenue Sharing.
- Action: Over to the meeting of August 20, 1979.

MISCELLANEOUS:

- 3019-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	0119-0160	4104-4117	9092-9096
	3043-3069	5501-5785	

Action: Approve.



MISCELLANEOUS: (cont.)

3020-79 Request from various departments to back-date requisitions:

P-1339	2893 Deputy Director of Administration	7/1/79	Department of Public Health
P-1338	2897 Deputy Director, Program Planning Development	7/1/79	Department of Public Health
T-80074	1402 Junior Clerk	7/1/79	Purchasing Department
T-80018	2273 Interne	6/25/79 & 7/1/79	Department of Public Health
T-90014	2275 Assistant Resident I	6/25/79 & 7/1/79	Department of Public Health

Action: Approve as recommended by the committee.

RECRUITMENT AND EXAMINATIONS:

40872-79 Request for approval to appoint eligibles at the 5th salary step in Class 7367 Radio Technician (\$728-878 BW) and request to modify examination announcement.

Action: Adopt staff report. Approve new permanent appointments at the 5th step. Adjust salaries of current permanent employees so that they may receive the 5th step. Re-issue examination announcement on a continuous basis with modifications specified.

41044-79 From Commissioner Salomon: Review of the Entrance and Promotive Examination Announcements for Class 2246 Assistant Director of Clinical Services I (Community Mental Health Services), and Class 2248 Assistant Director of Clinical Services II (Community Mental Health Services).

Action: Over to the meeting of August 20, 1979.

41053-79 From Commissioner Salomon: Review of the Promotive Examination Announcement for Class 5173 Street Cleaning and Planting Assistant Superintendent.

Action: Over to the meeting of August 20, 1979.

41055-79 From Commissioner Salomon: Review of the Promotive Examination Announcement for Class 2969 Assistant Director, Social Service Programs.

Action: Off calendar. Request withdrawn.

PART II

GENERAL MANAGER'S REPORT: Report on Personal Services Contracts to be calendared on August 20, 1979.

COMMISSIONERS' NEW BUSINESS: None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

AUGUST 6, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

SPECIAL ORDER OF BUSINESS 3:00 P.M.

RESIGNATION:

5241-79 Arthur D. Thompson, 2903 Eligibility Worker, 108/E-10, Department of Social Services, 5/8/79.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

July 16, 1979: Over to the meeting of August 6, 1979.

Action: Over to the meeting of August 20, 1979.

SPECIAL ORDER OF BUSINESS 3:30 P.M.

TERMINATION OF PROBATIONARY APPOINTMENT (Promotive)

5242-79 Gayman J. Sun, 7380 Electrical Transit Mechanic Assistant Supervisor, 11/P-1, Public Utilities Commission, San Francisco Municipal Railway, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

July 16, 1979: Over to the meeting of August 6, 1979.

Action: Approve. Reinstate to a position in the Class from which promoted, Class 7379 Electrical Transit Mechanic.

DISMISSALS OF PERMANENT EMPLOYEES:

5243-79 Gloria Yen, 1426 Senior Clerk Typist, 28/E-74, Department of Social Services, 6/20/79.

July 16, 1979: Over to the meeting of August 6, 1979.

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two year's work experience outside the City and County service, and medical clearance by the Civil Service Commission Medical Examiner.

5244-79 James Handelin, 9163 Transit Operator, 64/E-110, San Francisco Municipal Railway, Public Utilities Commission, 6/8/79.

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five years' work experience outside the City and County service.

5245-79 William Schaefer, 9163 Transit Operator, V-37.5/E-111, San Francisco Municipal Railway, Public Utilities Commission, 6/22/79.

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years' work experience outside the City and County service.



DISMISSALS OF PERMANENT EMPLOYEES: (cont.)

5246-79 Stephen C. Stone, 9163 Transit Operator, V-3/E-108, San Francisco Municipal Railway, Public Utilities Commission, 6/14/79.

Action: Over to the meeting of September 17, 1979.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5247-79 Flor deMaria Crane, 1843 Associate Coordinator, 3/E-1, Commission on the Status of Women, 7/12/79.

July 30, 1979: Over to the meeting of August 6, 1979.

Action: Over to the meeting of August 20, 1979.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5248-79 Mattie Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 7/23/79.

Action: Over to the meeting of August 20, 1979.

5249-79 Shonna Earls, 1424 Clerk Typist, CETA, Department of Public Works, 7/17/79.

Action: Approve. No restrictions on future employment.

5250-79 Clarence Riggs, 1424 Clerk Typist, CETA, Sheriff's Department, 7/3/79.

Action: Off calendar.

5251-79 Stanley Miser, 9910 Public Service Trainee, CETA, Sheriff's Department, 7/9/79.

Action: Approve. Refer to MOET to explore the possibilities of other employment under CETA.

RESIGNATIONS:

5252-79 Patricia Steuben, 2903 Eligibility Worker, 128/E-4, Department of Social Services, 12/14/78.

July 30, 1979: Over to the meeting of August 6, 1979.

Action: Approve. A copy of hearing transcript to be placed in Personnel Jacket. Not to be employed by the Department of Social Services again.

5253-79 George Versea, 2736 Porter, 54/E-50, Department of Public Health, Laguna Honda Hospital, 5/21/79.

July 30, 1979: Over to the meeting of August 6, 1979.

Action: Remand to appointing officer for reconsideration.

5254-79 Sylvia Huey, 1444 Clerk Stenographer, 3/E-280, Department of Public Health, San Francisco General Hospital/Medical Center, 6/19/79.

July 16, 1979: Over to the meeting of August 6, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





RESIGNATIONS: (cont.)

5255-79 Estelle L. Trujillo, 2320 Registered Nurse, 2/E-506, Department of Public Health, San Francisco General Hospital/Medical Center, 5/9/79.

July 16, 1979:

Over to the meeting of August 6, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5256-79 Kenneth Block, 2903 Eligibility Worker, 27/E-6, Department of Social Services, 4/8/79.

July 16, 1979:

Over to the meeting of August 6, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

5257-79 Joanne Webster, 2903 Eligibility Worker, 41/E-9, Department of Social Services, 4/6/79.

July 16, 1979:

Over to the meeting of August 6, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

APPEALS OF AUTOMATIC RESIGNATIONS:

5258-79 Ronald Garnes, 9163 Transit Operator, 180/E-90, Public Utilities Commission, San Francisco Municipal Railway, 7/12/79.

Action: Over to the meeting of August 20, 1979.

5259-79 Joseph T. Smith, 2709 School Custodian, 13/E-52, San Francisco Community College District, 7/6/79.

Action: Over to the meeting of August 20, 1979.

5260-79 Marilyn J. Fink, 2910 Social Worker, 3/E-100, Department of Social Services, 7/12/79.

Action: Deny appeal. Approve automatic resignation based on a finding of abandonment of position.

5261-79 Reconsideration of Civil Service Commission action of May 15, 1978: Michael Buck, 9163 Transit Operator, 104/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/14/78.

May 15, 1978:

Deny appeal. Approve automatic resignation.

July 6, 1978:

Over to the meeting of August 7, 1978.

August 7, 1978:

Off calendar pending outcome of appeal before Worker's Compensation Appeals Board.

May 21, 1979:

Over to the meeting of August 6, 1979.

Action: Sustain action of May 15, 1978.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 20, 1979 - 2:00 P.M.

AUG 24 1979

DOCUMENTS DEPT  
S.F. PUBLIC L

Present: Commissioner Salomon  
Commissioner Lowe  
Commissioner del Portillo  
Commissioner Haile  
Commissioner Powell  
Commissioner Salomon presided.  
Commissioner Haile excused after Item 1334.

MINUTES:

Regular meeting of August 6, 1979.

Action: Approve.

ANNOUNCEMENTS:

Due to the Labor Day Holiday, the next Commission meeting will be held on Tuesday, September 11, 1979.

CLASSIFICATION AND PAY:

198-79 Request to establish a new Class of 8218 Municipal Transit Police Officer in the San Francisco Police Department.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Adopt staff report as amended.

1. Adopt new Class of 8218 Municipal Transit Police Officer (Sch. 34.3 J \$505 - 608 B/W).
2. Allocate 50 temporary positions to this new Class. Temporary status to remain in effect only until June 30, 1980. Staff to report to Commission in January regarding status of permanent positions.
3. Amend the Annual Salary Ordinance Section 38/00/00/01001 accordingly.

251-79 Request to amend the Specification for Class 3618 Library Technical Assistant II.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Over to the meeting of September 11, 1979.

263-79 Request to amend the Specification for Class 7410 Automotive Service Worker.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Off calendar.

279-79 Request from various Departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" symbol.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Over to the meeting of September 11, 1979.



CLASSIFICATION AND PAY: (cont.)

- 85-79 Survey of four positions at the Adult Probation Department.
- August 6, 1979: Over to the meeting of August 20, 1979.
- Action: Off calendar.
- 15-79 Reclassification of one vacant position in Class 1246 Principal Personnel Analyst in the Department of Public Health.
- August 6, 1979: Over to the meeting of August 20, 1979.  
Staff to provide details as requested by Commission related to the examination for Class 1231 Associate Affirmative Action Coordinator.
- Action: Adopt staff report as amended. Amend the Class Specification for Class 1231 Associate Affirmative Action Coordinator to include duties involving administration of an Affirmative Action Plan for a major City Department. The following off calendar:
1. Reallocate one vacant position in Class 1246 Principal Personnel Analyst (Sch. 46.5 \$895B1,083, \$1947M2356) to Class 1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, \$1731M2090).
  2. Amend Annual Salary Ordinance Section 83/01/00/01001 accordingly. The Department has already submitted a supplemental appropriation to make the necessary budgetary changes.
- 22-79 Classification of five new positions authorized in the 1979-80 Budget for the Controller's Office.
- Action: Adopt staff report.
1. Allocate five new positions identified in the Budget as A197 Accountant Team Leader, J-Rate (\$724B874, \$1575M1901) to Class 1654 Principal Accountant (Sch. 42.6 \$745B899, \$1620M1955).
  2. Amend Annual Salary Ordinance Section 01/00/01500 accordingly.
  3. Advise the Department to submit a supplemental appropriation to adjust their budget accordingly.
- 31-79 Classification of five new positions for the Department of Public Health, San Francisco General Hospital/Medical Center.
- Action: Adopt staff report.
1. Allocate five positions requested in a supplemental appropriation for the Department of Public Health, San Francisco General Hospital/Medical Center, to classification 2908 Hospital Eligibility Worker.
  2. Amend Section 86/01/00/36001 of the Annual Salary Ordinance accordingly.
- 34-79 Classification of one new position (1979-80 Budget) of Secretary to the Parking Authority.
- Action: Over to the meeting of September 11, 1979.
- 41-79 Discussion regarding City Attorney's Opinion #79-57, dated August 2, 1979, relating to Personal Services Contracts; review of Departmental Directive.
- Action: The president designated as a Committee of One to review and recommend disposition of all personal services contracts. Staff to issue departmental directive to implement this procedure.



CLASSIFICATION AND PAY: (cont.)

342-79 Classification of one position authorized in the Budget of the Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate one position identified in the Budget as A158 Patient Representative, J-Rate (\$6288B/W) to Class 2591 Health Program Coordinator II (Sch. 41.3 \$701B846, \$1525M1840).
2. Amend Annual Salary Ordinance Section 86/01/00/36001 accordingly.
3. Advise the Department to submit a supplemental appropriation to adjust their Budget.

The Department of Public Health is aware of the need for an examination.

343-79 Establishment of a new classification of "Financial Reports Specialist" in the Controller's Office.

Action: Adopt staff report.

1. Establish new Class of 1679 Financial Reports Specialist, (J,Z \$40,000 Annually, Flat Rate), allocate one new position.
2. Amend the Annual Salary Ordinance Section 09/01/00/01001 accordingly; an emergency measure.

IN-SERVICE ACTIVITIES:

248-79 Complaint alleging race and sex discrimination in the selection for a Limited Tenure appointment for Class 9998 Staff Aide/Investigator by the Mayor's Office of Employment and Training to the District Attorney's Consumer Fraud Division. An additional complaint alleging that the Job Order announcing the position stated a preference for an Asian female.

Action: Over to the meeting of September 11, 1979.

268-79 Request for the establishment of an employment procedure for the Public Employment Participants employed at Private Non-Profit agencies, which is consistent with the Board of Supervisor's 1978 Resolution (#285-77-1, File #).

Action: Continued to the call of the chair.

2358-79 Request for appointment above the entrance rate for Margery Wong, 1426 Senior Clerk Typist.

Action: Adopt staff report. Approve appointment of Margery Wong at Step 5 of the compensation schedule established for Class 1426 Senior Clerk Typist pending the Controller's certification that funds are available. This appointment is retroactive to July 1, 1979.

2371-79 Request for appointment above the entrance rate for Dorothy Archer, 1630 Account Clerk.

Action: Adopt staff report. Approve the appointment of Dorothy Archer at Step 4 of the compensation schedule established for Class 1630 Account Clerk pending the Controller's certification that funds are available. This appointment is retroactive to July 1, 1979.

2419-79 Resolution of Commendation for Bruce Nelson, Attorney-at-Law, for his assistance in negotiation with the Office of Revenue Sharing.

August 6, 1979:

Over to the meeting of August 20, 1979.

Action: Adopt.







IN-SERVICE ACTIVITIES: (cont.)

4-79 Appeal of departmental denial of request for leave of absence by Anne Lumasag-Sasil,  
1424 Clerk Typist, Department of Public Health.

Action: Adopt staff report. Approve request for leave of absence by Anne Lumasag-Sasil to accept TCS 2903 Eligibility Worker.

MISCELLANEOUS:

21-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	0161-0184	4118-4130
	3070-3076	5786-5816

Action: Approve.

## RECRUITMENT AND EXAMINATIONS:

015-79 Appeal of staff's denial of protests on the Qualifications Appraisal Interview portion of the Examination for Class 2903 Eligibility Worker.

May 7, 1979: Over to the meeting of May 21, 1979. Commissioner del Portillo appointed a Committee of One to review tapes of interviews. Staff to provide requested data.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of June 11, 1979.

June 11, 1979: Off calendar.

Action: Off calendar. Staff to arrange for validation study by outside expert selected jointly by Department of Social Services and Employment Law Center to be conducted at the cost of the Department of Social Services.

041-79 Appeal of staff's denial of protest of Qualifications Appraisal rating for Class  
2478 Senior Sewage Treatment Chemist.

Action: Grant appeal of Robert Charles Poling. Award minimum passing score in this portion of the examination for Class 2478 Senior Sewage Treatment Chemist.

044-79 From Commissioner Salomon: Review of the Entrance and Promotive Examination Announcements for Class 2246 Assistant Director of Clinical Services I, Community Mental Health Services, and 2248 Assistant Director of Clinical Services II, Community Mental Health Services.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Over to the meeting of September 11, 1979.

053-79 From Commissioner Salomon: Review of the Promotive Examination Announcement for Class 5173 Street Cleaning and Planting Assistant Superintendent.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Over to the meeting of September 11, 1979.

061-79 Protest of residency requirements for Class 8238 Police Communications Dispatcher from Cynthia Lieurance.

Action: Adopt staff report. Deny appeal of Cynthia Lieurance.



PART II

GENERAL MANAGER'S REPORT: None.

COMMISSIONERS' NEW BUSINESS: None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

AUGUST 20, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

SPECIAL ORDER OF BUSINESS 3:00 P.M.

RESIGNATION:

262-79 Arthur D. Thompson, 2903 Eligibility Worker, 108/E-10, Department of Social Services, 5/8/79.

June 18, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Over to the meeting of July 16, 1979.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Approve. Request to return name to list granted. Not to be employed again by the Department of Social Services.

TERMINATION OF PROBATIONARY APPOINTMENTS: (Entrance)

263-79 Flor deMaria Crane, 1843 Associate Coordinator, 3/E-1, Commission on the Status of Women, 7/12/79.

July 30, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Return name to list.

264-79 William Rentie, 9163 Transit Operator, 979/E-112, Public Utilities Commission, San Francisco Municipal Railway, 7/19/79.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

265-79 Valentina Ferley, 2320 Registered Nurse, 4/E-505, Department of Public Health, San Francisco General Hospital/Medical Center, 8/3/79.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

266-79 Jaman Kitchell, 1408 Principal Clerk, 76/P-5, Department of Social Services, 7/6/79.

July 30, 1979: Over to the meeting of August 20, 1979.

Action: Approve. Reinstate to a position in the Class from which promoted in Class 1426 Senior Clerk Typist. Return name to promotional list for Class 1408 Principal Clerk.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

267-79 Girard Taylor, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/3/79.

Action: Over to the meeting of September 11, 1979.

268-79 Mattie Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 7/23/79.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Over to the meeting of September 11, 1979.

RESIGNATIONS:

269-79 Luis Otoy, 2709 School Custodian, 65/E-52, San Francisco Unified School District, 7/27/79.

Action: Resignation recertified by department as services satisfactory. Not to be employed again by the San Francisco Unified School District.

270-79 Diane Hunter, 2816 Chief, Bureau of Records and Statistics, 1/E-1, Department of Public Health, Records and Statistics, 7/30/79.

Action: Over to the meeting of September 11, 1979.

271-79 John Williams, 9163 Transit Operator, 430/E-111, Public Utilities Commission, San Francisco Municipal Railway, 7/3/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

272-79 Ray Thomas, 2736 Porter, 84/E-49, Department of Public Health, San Francisco General Hospital/ Medical Center, 7/3/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEALS OF AUTOMATIC RESIGNATIONS:

273-79 Ronald Garnes, 9163 Transit Operator, 180/E-90, Public Utilities Commission, San Francisco Municipal Railway, 7/12/79.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Off calendar.

274-79 Joseph T. Smith, 2709 School Custodian, 13/E-52, San Francisco Community College District, 7/6/79.

August 6, 1979: Over to the meeting of August 20, 1979.

Action: Approve. Reinstate without salary decrease to a position in the Class, San Francisco Community College District, with a six-month probationary period subject to all the provisions of Charter Section 8.340.





65  
5  
7/79

# SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon  
Carlota Texidor del Portillo  
Allen Haile, Ph.D.  
Genevieve Powell

President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh

General Manager, Personnel

## SPECIAL MEETING

*Calendar -*  
*Action Taken*  
September 7, 1979

3:00 P.M.

Room 52A  
City Hall (Basement)

SEP 20 1979

DOCUMENTS DEPT.  
PUBLIC L.

resent: Commissioner Salomon  
Commissioner del Portillo  
Commissioner Powell  
Commissioner Haile  
Commissioner Salomon presided.

1095-79 Determination of Scoring of Current Class Q-2 Police Officer examination.

- Action:
1. Audio-visual and qualifications appraisal components to be weighted at 50% each and to be scored on the basis of 500 points each.
  2. List of eligibles to be cut off at the score at which the 500th eligible is ranked.
  3. Staff to meet with the Civil Service Commission within 30 days to discuss all aspects of the next examination for Class Q-2 Police Officer. Next eligible list to be adopted 9 months from September 7.
  4. Commissioner Salomon authorized to act as spokesman before the U.S. District Court on September 11.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

SEPTEMBER 11, 1979 - 2:30 P.M.

Present: Commissioner Salomon  
Commissioner del Portillo  
Commissioner Lee  
Commissioner Powell

Excused: Commissioner Haile  
Commissioner del Portillo presided over Part II  
Commissioner Salomon presided over Parts I and II

MINUTES:

Regular meeting of August 20, 1979.

Action: Approve (Vote of 3 to 1: Commissioner Lee abstains as he was not present at the August 20, 1979 meeting. Excused by unanimous vote).

CLASSIFICATION AND PAY:

- 1251-79 Request to amend the Specification for Class 3618 Library Technical Assistant II.  
August 6, 1979: Over to the meeting of August 20, 1979.  
August 20, 1979: Over to the meeting of September 11, 1979:  
Action: Over to the meeting of September 17, 1979.
- 1279-79 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" symbol.  
August 6, 1979: Over to the meeting of August 20, 1979.  
August 20, 1979: Over to the meeting of September 11, 1979.  
Action: Over to the meeting of September 17, 1979.
- 1306-79 Request to classify one new position at the San Francisco Unified School District.  
Action: Over to the meeting of October 1, 1979.
- 1315-79 Reclassification of one vacant position in Class 1246 Principal Personnel Analyst in the Department of Public Health.  
August 6, 1979: Over to the meeting of August 20, 1979.  
Staff to provide details as requested by Commission related to the examination for Class 1231 Associate Affirmative Action Coordinator.  
August 20, 1979: Adopt staff report as amended. Amend the Class Specification for Class 1231 Associate Affirmative Action Coordinator to include duties involving administration of an Affirmative Action Plan for a major City Department. The following over to the meeting of September 11, 1979:



CLASSIFICATION AND PAY: (cont.)

- 1315-79  
(cont.)
1. Reallocate one vacant position in Class 1246 Principal Personnel Analyst (Sch. 46.5 \$895B1,083, \$1947M2356) to Class 1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, \$1731M2090).
  2. Amend Annual Salary Ordinance Section 83/01/00/01001 accordingly. The Department has already submitted a supplemental appropriation to make the necessary budgetary changes.
- Action: Deny staff report.
- 1334-79 Classification of one new position (1979-80 Budget) of Secretary to the Parking Authority.
- August 20, 1979: Over to the meeting of September 11, 1979.
- Action: Deny staff report.
- 1352-79 Request from the Public Utilities Commission to utilize a Class in the Staff Assistant, Special Project series for an Energy Conservation Specialist.
- Action: Adopt staff report. Approve use of Class 9736 Staff Assistant II, Special Project (\$596B/W) through June 30, 1980 to employ an Energy Conservation Specialist for the Public Utilities Commission. The Staff and Department will begin to classify this position.
- 1355-79 Classification of one position authorized in the Budget of the Department of Public Health, Community Mental Health Services.
- Action: Adopt staff report.
1. Allocate one position identified in the Budget as A119 Criminologist, J-Rate, (\$608B/W) to Class 2589 Health Program Coordinator I (Sch. 38.3 \$608B735, \$1322M1599).
  2. Amend Annual Salary Ordinance Section 87/02/00/01001.
  3. Advise the Department to submit a supplemental appropriation to adjust their Budget. The Budgeted class had a flat rate of \$1322 per month while the proposed class has a range of \$1322-1599 per month. Thus the proposed class is the same rate of pay at the first step and is \$277.00 a month more at step five.
- The Department of Public Health is aware of the need for an examination.
- 1365-79 Review of Personal Services Contracts, Term Purchase Agreements, Contract Modifications; direct payment Vouchers.
- Action: Adopt staff report. Notify departments by memorandum of the pertinent Civil Service action. Forward documents to the Controller's Office and the Purchaser's Office.
- 1368-79 Survey of one vacant position in Class 1404 Clerk in the Controller's Office.
- Action: Adopt staff report.



CLASSIFICATION AND PAY: (cont.)

- 1368-79 (cont.)
1. Reclassify one vacant position in Class 1404 Clerk (Sch. 28.0 \$379B453, 824M985) to Class 1220 Payroll Clerk (Sch. 31.2 \$438B526, 953M1144). This action will result in a salary increase of \$159.00 per month based on the fifth step of each position.
  2. Advise the department to submit a Supplemental Appropriation request to reflect this action.
  3. Amend Annual Salary Ordinance Section 9/01/00/01001 accordingly.

1369-79 Classification of five new positions in the Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate the five positions requested in a supplemental appropriation for the Department of Public Health, San Francisco General Hospital Medical Center as follows:  
  
1-2320 Registered Nurse, (Sal. Sch. 38.7 \$620B748, \$1349M1627).  
1-2305 Psychiatric Technician, (Sal. Sch. 32.3 \$460B554, 1001M1205, entry at step 2).  
1-2586 Health Worker II, (Sal. Sch. 28.1 \$381B455, \$829M990).  
1-2587 Health Worker III, PT-20 hours, (FT-Sal. Sch. 31.6 \$446B526, 970M1165; PT-Sal. Sch. 31.6 \$223B268, \$485M583).  
1-2230 Physician Specialist, PT, 8 hours (FT-Sal. Sch. Z 54.7 \$1323B1603, \$2879M3487; PT-8 hours, Sal. Sch. Z 54.7 \$264.60B 320.60, 575.60M697.40).
2. Amend Section 86/31/00/36001 of the Annual Salary Ordinance accordingly.

1370-79 Survey of classification 4122 Managing Director, War Memorial.

Action: Adopt staff report. Retitle and amend specification for Class 4122 Managing Director, War Memorial (Sch. 50.6 \$2366-2862 Monthly) in order to reflect responsibilities for the management of the San Francisco Performing Arts Center Complex, retitle to Class 4124 Director, Performing Arts Center and War Memorial, with a recommended salary of Sch. 57.8 \$3399-4050 Monthly; amend Annual Salary Ordinance 1979-80 Budget to reflect these actions.

IN-SERVICE ACTIVITIES:

2248-79 Complaint alleging race and sex discrimination in the selection for a Limited Tenure appointment for Class 9998 Staff Aide/Investigator by the Mayor's Office of Employment and Training to the District Attorney's Consumer Fraud Division. An additional complaint alleging that the Job Order announcing the position stated a preference for an Asian female.

August 20, 1979: Over to the meeting of September 11, 1979.

Action: Adopt staff report. Deny appeal of Mr. Frank Marco Henton.

2361-79 Request approval to appoint Permanent Eligibles above the Entrance Rate in Certain Classifications.

Action: Adopt staff report. Approve appointments at Step 5 of the Compensation Schedule for new and current permanent employees in Classes 7332 Maintenance Machinist and 7376 Sheet Metal Worker.

2459-79 Request for appointment above the entrance rate for Anne O. Nuccion, 1446 Senior Clerk Stenographer, Office of the Chief Administrative Officer.

Action: Adopt staff report. Approve the appointment of Anne O. Nuccion at Step 5 of the Compensation Schedule established for Class 1446 Senior Clerk Stenographer, pending Controller's certification that funds are available.





IN-SERVICE ACTIVITIES: (cont.)

- 2461-79 Request for appointment above the entrance rate for Vello Kiisk, 9379 Chief Harbor Engineer, San Francisco Port Commission.
- Action: Adopt staff report. Approve appointment of Vello Kiisk, at Step 3 of the Compensation schedule established for Class 9379 Chief Harbor Engineer pending the Controller's certification that funds are available.
- 2480-79 Request for exceptions to Order of Lay-off, Department of Public Health.
- Action: Adopt staff report. Approve exceptions to the Order of Lay-Off in Classes 2232 Senior Physician Specialist, 2566 Rehabilitation Counselor, 2574 Clinical Psychologist, 2586 Health Worker II, 2587 Health Worker III, 2588 Health Worker IV, 2930 Psychiatric Social Worker and 2932 Senior Psychiatric Social Worker, as requested by the Department of Public Health. (Vote of 3 to 1: Commissioner Salomon dissents).
- 2482-79 Supplemental Appropriation Request, Civil Service Commission, Implementation of Compliance Agreement with Office of Revenue Sharing.
- Action: Approve and forward to the Office of the Mayor.
- 2483-79 Office of Revenue Sharing Agreement: Bilingual Assessment Requirements.
- Action: Adopt staff report. Forward to Office of Revenue Sharing. (Vote of 3 to 1: Commissioner Salomon dissents).
- 2486-79 Proposed Amendments to Civil Service Commission Rule 3 - Administration; Rule 9 - Examinations; and Rule 10 - Eligible Lists; Implementing Amendments to Charter Section 8.321 - Examination of Applicants; Section 8.322 - Protest of Written Questions and Answers; Section 8.323 - Protest of Tentative List of Eligibles; and Section 8.326 - Promotions in General (Proposition B - November, 1978 Election.)
- Action: Post for adoption at the meeting of October 1, 1979.

MISCELLANEOUS:

- 3022-79 Request from various departments to back-date requisitions.
- |          |                             |                  |                        |
|----------|-----------------------------|------------------|------------------------|
| T-90001  | 8202 Security Guard         | 7/1/79 - 6/30/80 | War Memorial           |
| T-90002  | 8216 Stage Door Attendant   | 7/1/79 - 6/30/80 | War Memorial           |
| T-90003  | 7426 Elevator Operator      | 7/1/79 - 6/30/80 | War Memorial           |
| T-90004  | 7426 Elevator Operator      | 7/1/79 - 6/30/80 | War Memorial           |
| T-90011  | 2305 Psychiatric Technician | 7/1/79           | Dept. of Public Health |
| TX-90133 | 2330 Anesthetist            | 7/1/79           | Dept. of Public Health |
| T-90152  | 2520 Morgue Attendant       | 7/1/79           | Dept. of Public Health |
- Action: Approve as recommended by Committee.



MISCELLANEOUS: (cont.)

3023-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:           0185-0235       4131-4152  
  3077-3087       5817-5923

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

41044-79 From Commissioner Salomon: Review of the Entrance and Promotive Examination Announcements for Class 2246 Assistant Director of Clinical Services I, Community Mental Health Services, and 2248 Assistant Director of Clinical Services II, Community Mental Health Services.

August 6, 1979:                               Over to the meeting of August 20, 1979.

August 20, 1979:                              Over to the meeting of September 11, 1979.

Action: Civil Service Commission Staff shall conduct and supervise procedures under which applications are weighted and oral boards are constructed.

41051-79 Request to participate in the written examination for 8112 Assistant Court Clerk.

Action: Deny staff report. Grant appeal of Marjorie Guenther.

41053-79 From Commissioner Salomon: Review of the Promotive Examination Announcement for Class 5173 Street Cleaning and Planting Assistant Superintendent.

August 6, 1979:                               Over to the meeting of August 20, 1979.

August 20, 1979:                              Over to the meeting of September 11, 1979.

Action: Over to the meeting of October 1, 1979.

41095-79 Appeal of staff denial of protest of terms of Promotive examination Announcement for Class 7281 Street Cleaning Supervisor II.

Action: Over to the meeting of September 17, 1979.

41096-79 Determination of Scoring of Current Class Q-2 Police Officer examination.

Action: Off Calendar.

PART II

GENERAL MANAGERS' REPORT:       None

COMMISSIONER'S NEW BUSINESS:   None



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART III

SEPTEMBER 11, 1979 - 2:30 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5275-79 Barbara Cole, 1424 Clerk Typist, Department of Public Health, San Francisco General Hospital, 9/5/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5276-79 Andre Daye, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/22/79.

Action: Over to the meeting of September 17, 1979. Mr. Daye to return to duty pending decision. Witness requested by Commission to be present. Medical documentation to be submitted by Mr. Daye.

5277-79 Mattie Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 7/23/79.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

Action: Over to the meeting of October 1, 1979.

5278-79 Bernard Robinson, 2736 Porter, CETA, Department of Public Health, San Francisco General Hospital, 8/27/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5279-79 Zakariah Shabazz, 7560 Field Conservation Aide, CETA, Department of Public Works, Street Cleaning, 8/6/79.

Action: Refer to the Mayor's Office of Employment and Training for other employment under CETA.

5280-79 Girard Taylor, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/3/79.

August 20, 1979: Over to the meeting of September 11, 1979.

Action: Over to the meeting of October 1, 1979.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5281-79 Eric S. Olsson, 7472 Wire Rope Cable Maintenance Mechanic, 6/E-2, Public Utilities Commission, San Francisco Municipal Railway, 8/8/79.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont.)

5282-79 Francine Ramsey, 9163 Transit Operator, 818/E-112, Public Utilities Commission, San Francisco Municipal Railway, 6/13/79.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5283-79 Robert Richardson, 2708 Custodian, 82/E-59, Airports Commission, 8/13/79.

Action: Return name to Permanent Holdover Roster. Not to be employed again by the Airports Commission.

5284-79 Leon Walker, 2708 Janitor, 145/E-59, Airports Commission, 8/17/79.

Action: Over to the meeting of September 17, 1979.

APPEALS OF AUTOMATIC RESIGNATIONS:

5285-79 Ana Ayala, 2312 Licensed Vocational Nurse, 35/E-61, Department of Public Health, San Francisco General Hospital, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Off Calendar.

Action: Over to the meeting of October 1, 1979.

5286-79 Willie Callaway, 2708 Custodian, 99/E-57, Airports Commission, 7/17/79.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

5287-79 Laurence Sullivan, 2708 Custodian, 47/E-58, Airports Commission, 7/20/79.

Action: Over to the meeting of October 1, 1979.

RESIGNATIONS:

5288-79 Willie George, 2903 Eligibility Worker, 163/E-10, Department of Social Services, 7/31/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

5289-79 Diane Hunter, 2816 Chief, Bureau of Records and Statistics, 1/E-1, Department of Public Health, Records and Statistics, 7/30/79.

August 20, 1979: Over to the meeting of September 11, 1979.

Action: Approve. Vote of 3 to 1: (Commissioner Salomon abstains with permission due to his absence from the room during part of the testimony).

5290-79 David P. Lewis, 2903 Eligibility Worker, 25/P-15, Department of Social Services, 6/19/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.





RESIGNATIONS: (cont.)

5291-79 Sue A. McAdams, 1452 Stenographic Secretary, 29/P-4, Medical Examiner/Coroner, 6/22/79.

Action: Approve.

5292-79 Charles Tonna, 2708 Custodian, V-5/E-49, Department of Public Works, 7/23/79.

Action: Approve. Future employment subject to the review and approval of the General Manager, Personnel after medical clearance by the Civil Service Commission Medical Examiner after presentation of evidence of satisfactory progress in a rehabilitation program.

DISMISSALS OF PERMANENT EMPLOYEES:

5293-79 Anita Andrades, 1444 Clerk Stenographer, 9/E-267, San Francisco Police Department, 7/31/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

5294-79 Donald Dushkind, 2574 Clinical Psychologist, 8/E-7, Department of Public Health, Community Mental Health Services, 8/13/79.

Action: Over to the meeting of October 15, 1979.

5295-79 John Hogan, 9163 Transit Operator, 254/E-107, Public Utilities Commission, San Francisco Municipal Railway, 8/20/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5296-79 Frank Kellom, Jr., 2708 Custodian, 9/E-28, Public Utilities Commission, San Francisco Municipal Railway, 8/21/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5297-79 Eugene King, 2302 Orderly, 9/E-304, Department of Public Health, Laguna Honda Hospital, 7/14/79.

Action: Over to the meeting of October 1, 1979.

5298-79 Richard Russo, 9163 Transit Operator, 34/E-108, Public Utilities Commission, San Francisco Municipal Railway, 8/14/79.

Action: Over to the meeting of October 1, 1979.

\*\*\*\*\*



SF  
C65  
#5  
9-17-79

Civil Service Commission - San Francisco

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 17, 1979 - 2:00 P.M.

Present: Commissioner Salomon  
Commissioner del Portillo  
Commissioner Haile  
Commissioner Lee  
Commissioner Powell

Commissioner Salomon presided.

Commissioner Powell excused for Items 41104, 41109 and all of Part III.

ELECTION OF VICE PRESIDENT

Action: Over to the meeting of October 1, 1979.

CLASSIFICATION AND PAY:

51-79 Request to amend the Specification for Class 3618 Library Technical Assistant II.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of September 17, 1979.

Action: Tabled to the call of the Chair.

79-79 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" symbol.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of September 17, 1979.

Action: Adopt staff report as amended deleting management positions. Approve requests in amended report to suspend Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" symbol. (Vote of 3 to 2: Commissioners Lee and Powell dissent).

78-79 Survey of one 1426 Senior Clerk Typist position in the Family Support Bureau, District Attorney's Office.

Action: Adopt staff report.

1. Reclassify one position in Class 1426 Senior Clerk Typist (Sal. Sch. 30.8 \$430B517, \$935M1124) to Class 8112 Assistant Court Clerk (Sal. Sch. 33.8 \$494B594, \$1074M1292). This represents a cost increase of \$168.00 monthly at the fifth step.
2. Advise the department to submit a Supplemental Appropriation request to reflect this action.
3. Amend Annual Salary Ordinance Section 04/02/00/01001 accordingly.

IN-SERVICE ACTIVITIES:

95-79 Status report regarding proposed Amendments to Rule 16: Probationary Period.

Action: Adopt staff report.



IN-SERVICE ACTIVITIES: (cont.)

00-79 Resolution of Commendation for Rolland C. Lowe, M.D., Civil Service Commissioner.

Action: Adopt.

01-79 Memorandum of Understanding with the Airports Commission establishing a Decentralized Personnel Unit at the San Francisco International Airport.

Action: 1. Adopt staff report. Approve.

2. All Memoranda of Understanding establishing Decentralized Units to be reviewed annually by the Civil Service Commission with a report as to activities of prior year including affirmative action.

04-79 Motion from Commissioner Salomon:

ORDER

WHEREAS, compliance with that certain Consent Decree dated March 30, 1979 in the Officers for Justice vs. the Civil Service Commission litigation requires ongoing centralized supervision from a single authority within the Civil Service Commission staff,

IT IS ORDERED:

The General Manager, Personnel shall no later than Friday, September 21, 1979 designate a staff member to function as Coordinator of Police Recruitment and Examination Activities with full supervisory powers under the direction of the Commission and the General Manager, Personnel to implement all the terms and conditions of said Consent Decree.

Action: Approve.

05-79 Motion from Commissioner Salomon:

RESOLUTION

WHEREAS, compliance with the Consent Decree in the Officers for Justice vs. the City and County litigation can be better facilitated through the creation of a separate and distinct decentralized personnel unit within the San Francisco Police Department and

WHEREAS, the Chief of Police has agreed to cooperate in establishing and funding such a unit, it is therefore

RESOLVED, the Civil Service Commission enter into a Memorandum of Understanding with the San Francisco Police Department establishing a Decentralized Personnel Unit within the San Francisco Police Department under the direction of a Coordinator to be named by the General Manager, Personnel not later than September 21, 1979.

Action: Adopt.

MISCELLANEOUS:

04-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:	0236-0250	3088-3089
	4153-4157	5924-6023

Action: Approve.



RECRUITMENT AND EXAMINATIONS:

71-79 Appeal of staff denial of protest regarding terms of the promotive announcement for 1721 Senior Data Entry Operator.

Action: Off Calendar. Appeal withdrawn.

04-79 Request for reconsideration from candidates concerning their rejection in the Q-2 Police Officer examination for reasons of non-residence.

Action: 1. Deny appeal of Fei Fua Pu'Efue (Vote of 2 to 2 on Commissioner Lee's motion to grant appeal - matter denied pursuant to Civil Service Commission Rule 5, Section 5.05).

2. Grant appeals of Maureen L. Corpac (Vote of 3 to 1: Commissioner Lee dissents); Jaime Garcia; and Gerardo Marcial (Vote of 3 to 1: Commissioner Salomon dissents).

3. Following testimony, deny appeals of Daniel Lomio, Calvin Whitaker, and John Halligan.

4. Deny all other appeals.

95-79 Appeal of staff's denial of protest of terms of Promotive Examination Announcement for Class 7281 Street Cleaning Supervisor II.

September 11, 1979:

Over to the meeting of September 17, 1979.

Action: 1. Examination to be announced on an entrance as well as a promotive basis so that a combined promotive and entrance list of eligibles results.

2. Promotive announcement to be amended and entrance announcement to be issued so that scope of examination will include a qualifying written examination with 100% weight to be allocated to the qualification appraisal portion.

3. General Manager, Personnel to apprise the Commission prior to the oral process as to staff's recommendations concerning the structure of the oral examination and composition of the oral board. (Vote of 4 to 1: Commissioner Powell dissents).

09-79 Hearing concerning New Examination for Class Q-2 Police Officer.

September 7, 1979:

Staff to meet with the Civil Service Commission within 30 days to discuss all aspects of the next examination for Class Q-2 Police Officer. Next eligible list to be adopted 9 months from September 7, 1979.

Action: Over to the next meeting.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 17, 1979 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

DISMISSAL OF PERMANENT EMPLOYEE:

99-79 Stephen C. Stone, 9163 Transit Operator, V-3/108, Public Utilities Commission, San Francisco Municipal Railway, 6/14/79.

August 6, 1979: Over to the meeting of September 17, 1979.

Action: Over to the meeting of October 1, 1979.

TERMINATION OF LIMITED TENURE APPOINTMENT:

00-79 Andre Daye, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/22/79.

September 11, 1979: Over to the meeting of September 17, 1979.  
Mr. Daye to return to duty pending decision.  
Witness requested by Commission to be present.  
Medical documentation to be submitted by  
Mr. Daye.

Action: Disapprove. Reinstate to position. One more chance to establish a satisfactory work record.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

01-79 Leon Walker, 2708 Janitor, 145/E-59, Airports Commission, 8/17/79.

September 11, 1979: Over to the meeting of September 17, 1979.

Action: Return name to list.

PART III

GENERAL MANAGER'S REPORT:

Status of Revision to Civil Service Commission Rule 19 - Limited Tenure Appointment.

Salary Standardization - Fiscal Year 1980-81.

Departmental Reorganization/Foals and Timetables.

Action: Over to the next meeting.

COMMISSIONER'S NEW BUSINESS:

From Commissioner Salomon: Rule and Procedural Changes to effect;

- a) Increased delegation to the General Manager, Personnel.
- b) Consent Calendar format to Civil Service Commission agenda.
- c) Review in Writing of Most Separations From the Service.

Action: Over to another meeting.



10/6/77  
F  
C65  
10/6/77  
DOCUMENTS DEPT  
PUBLIC L  
OCT 12 1979  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SF  
C65  
12/4/79  
SF  
C65  
12/4/79  
SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon  
Allen Haile, Ph.D.  
Louis Hop Lee  
Genevieve Powell  
Carlota Texidor del Portillo

President  
Commissioner  
Commissioner  
Commissioner  
Commissioner

John J. Walsh

General Manager, Personnel

# SPECIAL MEETING

Present: Commissioner Salomon  
Commissioner Haile  
Commissioner Lee  
Commissioner Powell  
Commissioner del Portillo  
Commissioner Salomon presided

September 24, 1979

4:00 P.M.

Room 282, City Hall

## CLASSIFICATION AND PAY:

00-79 Approval of Personal Services Contracts Pursuant to the Civil Service Commission Order of September 11, 1979.

Action: Approve. Notify the Offices of the Controller and the Purchaser.

## RECRUITMENT AND EXAMINATIONS:

124-79 Reconsideration of Civil Service Commission action of September 7, 1979. Determination of Scoring of Current Class Q-2 Police Officer examination.

September 7, 1979:

1. Audio-visual and qualifications appraisal components to be weighted at 50% each and to be scored on the basis of 500 points each.
2. List of eligibles to be cut off at the score at which the 500th eligible is ranked.
3. Staff to meet with the Civil Service Commission within 30 days to discuss all aspects of the next examination for Class Q-2 Police Officer. Next eligible list to be adopted 9 months from September 7.



EF  
C65  
#5  
10/11/79

10/11/79

DOCUMENTS DEPT  
PUBLIC LISTS

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 2, 1979 2:00 P.M.

RECRUITMENT AND EXAMINATIONS: (cont.)

24-79  
nt.)

4. Commissioner Salomon authorized to act as spokesman before the U.S. District Court on September 11.

Action: Rescind action of September 7, 1979 pertaining to the length of the list of eligibles. The list of eligibles to be cut off at the score at which the 431st eligible is ranked. Sustain balance of action of September 7, 1979. (Vote of 3 to 2 - Ayes: Commissioners Haile, Powell, Salomon; Noes: Commissioners Lee, Texidor del Portillo).



10/2/79  
SF  
CLS  
#3  
DOCUMENTS DEPT  
PUBLIC L

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 2, 1979 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon  
Commissioner Haile  
Commissioner Lee  
Commissioner Texidor del Portillo  
Excused: Commissioner Powell  
Commissioner Lee excused for Consent Calendar  
Commissioner Texidor del Portillo excused after Item  
5316-79 but present for Items 5318-5321-5325-5326-  
5327-5328-5331.  
Commissioner Salomon presided.

CONSENT CALENDAR:

- (1) MINUTES: Regular Meeting of September 11, 1979.

Action: Approve.

- (2) MINUTES: Regular Meeting of September 17, 1979.

Action: Approve.

- (3) 1412-79 Action: Severed to regular calendar.

- (4) 2392-79 Action: Severed to regular calendar.

- (5) 2460-79 Request appointment above the Entrance Rate for Ramsay Fifield,  
8185 Director, Family Support Bureau.

Action: Adopt staff report. Approve appointment of Ramsay Fifield  
at Step 5 of the Compensation Schedule established for 8185  
Director, Family Support Bureau, pending the Controller's  
certification that funds are available.

- (6) 2506-79 Request appointment above the Entrance Rate for Melecio Santos,  
8174 Civil Attorney, Public Defender's Office.

Action: Adopt staff report. Approve appointment of Melecio Santos  
at Step 3 of the Compensation Schedule for Class 8174 Civil  
Attorney pending the Controller's certification that funds  
are available.





CONSENT CALENDAR: (cont.)

- (7) 2508-79 Request appointment above the Entrance Rate for Richard F. Thomas, 8146 District Attorney's Investigator.
- Action: Adopt staff report. Approve appointment of Richard F. Thomas at Step 5 of the Compensation Schedule established for Class 8146 District Attorney's Investigator pending the Controller's certification that funds are available.
- (8) 2510-79 Request appointment above the Entrance Rate for Peggy Briant, 1222 Senior Payroll and Personnel Clerk.
- Action: Adopt staff report. Approve appointment of Peggy Briant at Step 3 of the Compensation Schedule established for Class 1222 Senior Payroll and Personnel Clerk pending the Controller's certification that funds are available.
- (9) 2520-79 Request appointment above the Entrance Rate for William A. Newsom, M.D., 2220 Physician, Fire Department.
- Action: Adopt staff report. Approve appointment of William A. Newsom, M.D., at Step 5 of the Compensation Schedule established for Class 2220 Physician pending the Controller's certification that funds are available.
- (10) 2527-79 Request appointment above the Entrance Rate for Steven A. Estrine, Ph.D., 2895 Program Chief, Community Mental Health Services.
- Action: Adopt staff report. Approve appointment of Steven A. Estrine, Ph.D., at Step 3 of the Compensation Schedule established for Class 2895 Program Chief, Community Mental Health Services, pending the Controller's certification that funds are available.
- (11) 2528-79 Request appointment above the Entrance Rate for Gary L. Faldesy, 8180 Principal Attorney.
- Action: Adopt staff report. Approve appointment of Gary Faldesy at Step 4 of the Compensation Schedule established for Class 8180 Principal Attorney pending the Controller's certification that funds are available.
- (12) 3025-79 Action: Severed to regular calendar.
- (13) 3026-79 Action: Severed to regular calendar.
- (14) 1410-79 Action: Severed to regular calendar.



CLASSIFICATION AND PAY:

- 1112-79 Survey of two positions in Class 7514 General Laborer located at San Francisco International Airport.
- Action: Adopt staff report.
1. Reclassify two positions in Class 7514 General Laborer (Sch. 35.2 \$526B634, \$1144M1379) to Class 7404 Asphalt Finisher (Sch. 36.9 \$570B688, \$1240M1496) when this action does not adversely affect the incumbents.
  2. Amend Annual Salary Ordinance Section 27/00/00/30001 accordingly. This reclassification will cost an additional \$117.00 per month or 8% based on the fifth step of each class at maximum 1979-80 rates.
  3. The Department has already submitted a Supplemental Appropriation. Advise the Department to adjust their 1979-80 Budget accordingly.
- 1306-79 Request to classify one new position at the San Francisco Unified School District.
- September 11, 1979: Over to the meeting of October 2, 1979.
- Action: Off calendar.
- 1396-79 Reorganization of the Billing Departments in the various Divisions of the Department of Public Health.
- Action: Adopt staff report as amended by the Commission. Class specifications to allow substitution of training for experience.
1. Establish 4 new classifications.
  2. Abolish 1 existing classification.
  3. Retitle and amend 1 existing classification.
  4. Reallocate 11 vacant positions.
  5. Reallocate 27 current positions, when the incumbents are not adversely affected.
  6. Confirm classification of 11 existing classifications.
  7. Amend Sections 86/01/00/36001, 85/00/00/01001 and 87/01/00/01001 of the Annual Salary Ordinance to reflect these actions, when the status of Permanent incumbents are not adversely affected.
- The Department of Public Health is prepared to hold examinations for all Classifications in the new Billing and Collections Series. There are examinations in progress for Classes 1444 Clerk Stenographer and 1404 Clerk.
- 1409-79 Survey of Technical Instructional Assistant positions at San Francisco Community College District.
- Action: Over to the meeting of October 15, 1979.
- 1410-79 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.
- Action: Approve. Notify the offices of the Controller and the Purchaser.
- 1412-79 Classification of newly budgeted Systems Accounting positions in the Office of Controller and the Recreation and Park Department.
- Action: Deny staff report.



CLASSIFICATION AND PAY: (cont.)

1419-79 Classification of 15 new positions approved in the Public Utilities Commission, Municipal Railway Budget (1979-80) to staff the Muni-Metro System.

Action: Adopt staff report.

1. Classify 4 new positions in existing classes.
2. Adopt a new classification of 7329 Electronics Maintenance Technician Assistant Supervisor (Sch. 45.9 \$870B1052); allocate nine positions to this new class.
3. Adopt new classification of 7288 Signal System Maintenance Superintendent (Sch. 49.4 \$1027B1243); allocate one new position to this new class.
4. Adopt new classification of 9181 Metro Operations Manager (Sch. 46.8 \$908B1099); allocate one new position to this new class.
5. Amend Annual Salary Ordinance Section 35/00/00/31730 (Federally Funded positions) to reflect these actions.
6. Advise Department to submit a Supplemental Appropriation Request reflecting the Budgetary changes.

IN-SERVICE ACTIVITIES:

2392-79 Request appointment above the Entrance Rate for Bruce Gordon, M.D., 2230 Physician Specialist.

Action: Adopt staff report. Deny request for appointment above the Entrance Rate for Bruce Gordon, M.D.

2486-79 Proposed Amendments to Civil Service Commission Rule 3 - Administration; Rule 9 - Examinations; and Rule 10 - Eligible Lists; Implementing Amendments to Charter Section 8.321 - Examination of Applicants; Section 8.322 - Protest of Written Questions and Answers; Section 8.323 - Protest of Tentative List of Eligibles; and Section 8.326 - Promotions in General (Proposition B - November, 1978 Election.)

September 11, 1979: Post for adoption at the meeting of October 2, 1979.

Action: Adopt.

2519-79 Compliance with provision of Agreement with the Office of Revenue Sharing not to fill positions by appointment from Eligible Lists in certain Classifications.

Action: Over to the meeting of October 15, 1979. Staff to notify the Office of the Mayor incorporating request of Mr. Victor Van Bourg and any other relevant staff concern; and request the opinion of that office as to whether the Mayor would support the Civil Service Commission in a technical violation of the Office of Revenue Sharing Compliance Agreement should it grant the request. Staff to present augmentation plan including a timetable.

2529-79 Appeal of Department's denial of request for Leave of Absence by I. Dennis Almendral.

Action: Adopt staff report. Grant appeal of I. Dennis Almendral.  
(Vote of 3 to 1: Commissioner Salomon dissents).



IN-SERVICE ACTIVITIES: (cont.)

- 2534-79 Proposed Amendments to Civil Service Commission Rule 19 - Limited Tenure Appointments.
- December 5, 1977: Post for adoption at the second meeting of January, 1978. (CSC)
- January 16, 1978: Over to the meeting of February 6, 1978. (CSC)
- February 6, 1978: Off calendar pending review of proposed amendments by the Standing Committee on Rules and Charter Revision. (CSC)
- March 6, 1978: Over to the meeting of March 13, 1978. (SC)
- March 13, 1978: Over to the meeting of March 20, 1978. (SC)
- March 20, 1978: 1. Post additional proposed changes to Rule 19, adding new Section 19.07 - Expiration and Extension of Limited Tenure Appointments.
2. Consideration of Rule 19 over to another meeting - date to be announced. (SC)
- April 17, 1978: Over to the meeting of April 24, 1978. (SC)
- April 24, 1978: Reopen for meet and confer. (SC)
- November 17, 1978: Hearing to be scheduled at the call of the chair. (SC)
- March 16, 1979: Forward to the full Commission with a recommendation to adopt the second draft as amended. (SC)
- March 19, 1979: The Commission ordered that the proposed changes in Civil Service Commission Rule 19 - Limited Tenure Appointments recently forwarded by the Standing Committee be referred back to the Standing Committee for further review severing from the proposal, proposed new Section 19.07 - Expiration and Extension of Limited Tenure Appointment which is to be calendared for adoption on April 2, 1979. (CSC)
- April 2, 1979: Adopt as amended. New Section 19.07 (CSC)
- Action: Over to the meeting of October 15, 1979.
- 2535-79 Supplemental Affirmative Action Plan; Civil Service Commission Rule 1.03, Office of Revenue Sharing Compliance Agreement.
- Action: Adopt proposed new Supplemental Affirmative Action Plan with the following stipulation: Staff in consultation with the Commission to integrate proposed new plan with Supplemental Plan adopted April 2, 1979 in a manner which preserves the April 2, 1979 Supplemental Plan and which is not inconsistent with the express language in the proposed new plan. Commissioner Salomon appointed to coordinate these efforts.
- 3025-79 Request from the District Attorney's Office to back-date requisitions.
- |         |        |                                     |
|---------|--------|-------------------------------------|
| T-90001 | 7/1/79 | 2906 Social Worker Trainee          |
| T-90002 | 7/1/79 | 9746 Staff Assistant VII            |
| T-90003 | 7/1/79 | 1706 Telephone Operator - Part Time |
| T-90004 | 7/1/79 | 9736 Staff Assistant II             |





IN-SERVICE ACTIVITIES: (cont.)

3025-79 (cont.)	T-90005	7/1/79	8452 Criminal Justice Specialist II
	T-90006	7/1/79	1802 Research Assistant
	T-90007	7/1/79	1444 Clerk Stenographer
	T-90008	7/1/79	1444 Clerk Stenographer
	T-90009	7/1/79	1824 Principal Administration Analyst
	T-90011	7/1/79	2912 Senior Social Worker
	T-90012	7/1/79	8450 Criminal Justice Specialist I
	T-90013	7/1/79	9971 Community Worker - Part Time
	T-90014	7/1/79	9971 Community Worker - Part Time

Action: Approve as recommend by Committee.

3026-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers:   0251-0274   3090-3102   4158-4165  
                                  6024-6083   9097-9112

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

41053-79 From Commissioner Salomon: Review of the Promotive Examination Announcement for Class 5173 Street Cleaning and Planting Assistant Superintendent.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of October 2, 1979.

Action: Continued to the call of the Chair.

41112-79 Appeal of disqualification as non-resident; Class H-2 Firefighter.

Action: Adopt staff report. Sustain disqualification of David Weigel as non-resident.

41116-79 Appeal of staff denial of unsatisfactory rating given to Thomas Roselli on background investigation for Class 8304 Deputy Sheriff.

Action: (In Executive Session): Over to the meeting of October 15, 1979.

41117-79 Appeal of staff denial of unsatisfactory rating given to Ronald Sims on background investigation for Class 8304 Deputy Sheriff.

Action: (In Executive Session): Adopt staff report. Uphold decision of the Sheriff's Department.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 2, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

RESIGNATIONS:

5302-79 Gloria R. Mendieta, 1446 Senior Clerk Stenographer, 7/E-123, San Francisco Community College District, 8/23/79.

Action: Over to the meeting of October 15, 1979.

5303-79 Nestor Carracedo, 4320 Cashier I, 14/E-2, Department of Public Health, San Francisco General Hospital/Medical Center, 9/9/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5304-79 Alston Cole, 9163 Transit Operator, 95/E-105, Public Utilities Commission, San Francisco Municipal Railway 9/14/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5305-79 Reconsideration of Civil Service Commission action of September 11, 1979: David P. Lewis, 2903 Eligibility Worker, 25/P-15, Department of Social Services, 6/19/79.

September 11, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Action: Rescind action of September 11, 1979. Over to the meeting of October 15, 1979.

5306-79 John Thomas, 9163 Transit Operator, 391/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/29/79.

Action: Off Calendar.

5307-79 Rosemary Topp, 2903 Eligibility Worker, 222/E-8, Department of Social Services, 9/4/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5308-79 Nancy Fadhl, Q-2 Police Officer, 44/E-90-F, San Francisco Police Department, 10/20/78.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5309-79 James K. Mah, Q-2 Police Officer, 571/E-90-M, San Francisco Police Department, 1/12/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5310-79 Charlotte Wheatley, 1426 Senior Clerk Typist, 39/E-111, Department of Social Services, 9/20/79.

Action: Off Calendar.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5311-79 Melvin Dunbar, 2585 Health Worker I, CETA, Department of Public Health, Community Mental Health Services, 8/3/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5312-79 Jeanette Hatter, 1402 Junior Clerk, CETA, County Clerk, Superior Court, 9/7/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5313-79 Jozell Lane, 9910 Muni Transit Security, CETA, San Francisco Police Department, 9/20/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5314-79 Mattie Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 7/23/79.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of October 2, 1979.

Action: Over to the meeting of October 15, 1979.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont.)

5315-79 Jorge Ocon, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/9/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5316-79 Girard Taylor, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/3/79.

August 20, 1979: Over to the meeting of September 11, 1979. .

September 11, 1979: Over to the meeting of October 2, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5317-79 Douglas Vurek, 8106 Legal Process Clerk, CETA, County Clerk, Superior Court, 9/14/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5318-79 Margie Woods, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 8/15/79.

Action: Over to the meeting of October 15, 1979.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5319-79 Raymond Alvarez, 2390 Central Processing and Distribution Technician, 1/E-1, Department of Public Health, San Francisco General Hospital/Medical Center, 9/24/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5320-79 Alice J. Keeley, 1444 Clerk Stenographer, 4/E-303, Wastewater Management Program, Special Projects, 8/31/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

5321-79 Ana Ayala, 2312 Licensed Vocational Nurse, 35/E-61, Department of Public Health, San Francisco General Hospital/Medical Center, 4/19/79.

May 21, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Off Calendar.

September 11, 1979: Over to the meeting of October 2, 1979.

Action: Off Calendar.





APPEALS OF AUTOMATIC RESIGNATIONS: (cont.)

- 5322-79 Kirven Blaylock, 9163 Transit Operator, 1211/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/4/79.
- Action: Deny appeal. Approve Automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5323-79 Jack R. Charittra, 2708 Custodian, 135/E-59, Department of Public Works, Building Repair, 8/20/79.
- Action: Approve Automatic resignation. Return name to list.
- 5324-79 Natalie Dow, 1720 Data Entry Operator, TLT, San Francisco Police Department, Police Support Services, 7/18/79.
- Action: Deny appeal. Approve Automatic resignation. Future employment subject to medical clearance by the Civil Service Commission medical examiner.
- 5325-79 Bernard Norman, 7379 Electric Transit Mechanic, 7/E-8, Public Utilities Commission, San Francisco Municipal Railway, 8/31/79.
- Action: Off Calendar.
- 5326-79 Laurence Sullivan, 2708 Custodian, 47/E-58, Airports Commission, 7/20/79.
- September 11, 1979: Over to the meeting of October 2, 1979.
- Action: Deny appeal. Approve Automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

DISMISSALS OF PERMANENT EMPLOYEES:

- 5327-79 James Campbell, 1952 Purchaser, 3/E-5, Purchasing Department, 9/13/79.
- Action: Off Calendar. To be recalendared to determine future employability. Mr. Campbell to notify Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.
- 5328-79 Eugene King, 2302 Orderly, 9/E-304, Department of Public Health, Laguna Honda Hospital, 7/14/79.
- September 11, 1979: Over to the meeting of October 2, 1979.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5329-79 Edgar McCoy, 9163 Transit Operator, 215/E-111, Public Utilities Commission, San Francisco Municipal Railway, 9/12/79.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



DISMISSALS OF PERMANENT EMPLOYEES: (cont.)

5330-79 Ralph Moore, 9163 Transit Operator, 364/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/23/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5331-79 Antonio M. Peters, 9163 Transit Operator, 1/P-4, Public Utilities Commission, San Francisco Municipal Railway, 8/20/79.

Action: Off Calendar.

5332-79 Richard Russo, 9163 Transit Operator, 34/E-108, Public Utilities Commission, San Francisco Municipal Railway, 8/14/79.

September 11, 1979: Over to the meeting of October 2, 1979.

Action: Off Calendar. To be recalendared to determine future employability. Mr. Russo to notify Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

5333-79 Stephen C. Stone, 9163 Transit Operator, V-3/E-108, Public Utilities Commission, San Francisco Municipal Railway, 6/14/79.

August 6, 1979: Over to the meeting of September 17, 1979.

September 17, 1979: Over to the meeting of October 2, 1979.

Action: Off Calendar. To be recalendared to determine future employability. Mr. Stone to notify Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont.)

Reconsideration of Civil Service Commission action of September 17, 1979.

5334-79 Andre Daye, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/22/79.

September 11, 1979: Over to the meeting of September 17, 1979.  
Mr. Daye to return to duty pending decision.  
Witness requested by Commission to be present.  
Medical documentation to be submitted by  
Mr. Daye.

September 17, 1979: Disapprove. Reinstate to position. One more chance to establish a satisfactory work record.

Action: 1. Rescind action of September 17, 1979.  
2. Approve.

\*\*\*\*\*



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 15, 1979 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon  
Commissioner Haile  
Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo  
Commissioner Salomon presided.

OCT 25 1979

DOCUMENTS DEPT.  
S.F. PUBLIC LIBRARY

ELECTION OF VICE PRESIDENT: Commissioner Haile unanimously elected Vice President for a term expiring May 31, 1980.

CONSENT CALENDAR:

- (1) MINUTES: Regular Meeting of October 2, 1979.

Action: Approve.

- (2) 1424-79 Action: Severed to regular calendar.

- (3) 1450-79 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

Action: Adopt staff report. Approve. Notify the Offices of the Controller and the Purchaser.

- (4) 2525-79 Request appointment above the Entrance Rate, Alexander Anagnos, 2320 Registered Nurse.

Action: Adopt staff report. Approve appointment of Alexander Anagnos at Step 3 of the Compensation Schedule established for Class 2320 Registered Nurse pending the Controller's Certification that funds are available.

- (5) 3027-79 Action: Severed to regular calendar.

- (6) 3028-79 Request from various departments to back-date requisitions.

T-920928 9/28/79 1865 Systems and Procedures Mayor's Office  
Supervisor, Special Projects

F-90009 9/12/79 8174 Civil Attorney Public Defender

F-90010 9/12/79 8174 Civil Attorney Public Defender

Action: Approve as recommended by Committee.

CLASSIFICATION AND PAY:

1254-79 Request for Supervisory Differential Adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of Promotive Transit Classifications at the Municipal Railway.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the first meeting in September. Staff to request opinion of the City Attorney.

Action: Over to the meeting of November 5, 1979.



CLASSIFICATION AND PAY: (cont.)

- 34-79 Reconsideration of Civil Service Commission action of September 11, 1979. Classification of one new position (1979-80 Budget) of Secretary to the Parking Authority.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Deny staff report.

Action: Off Calendar.

- 09-79 Survey of Technical Instructional Assistant positions at San Francisco Community College District.

October 2, 1979: Over to the meeting of October 15, 1979.

Action: Off Calendar.

- 24-79 Amendment to Class Specification for Class 9387 Port Traffic Manager.

Action: Adopt staff report. Amend Specification for Class 9387 Port Traffic Manager to reflect current duties and responsibilities.

- 27-79 Request from the Office of the Medical Examiner/Coroner to continue utilizing a Class in the Staff Assistant, Special Project Series for a project coordinator.

Action: Adopt staff report. Approve use of Class 9740 Staff Assistant IV, Special Project (\$788 B/W) to employ a Project Coordinator for the Office of the Medical Examiner/Coroner for a period of one year.

- 51-79 From Commissioner Texidor del Portillo: Discussion of Administrator/Manager Proposal submitted by Management Assistant Unit, SEIU, Local 400.

Action: Over to the meeting of November 19, 1979.

IN-SERVICE ACTIVITIES:

- 31-79 Proposed Amendment to Civil Service Commission Rule 20 - Transfer, adding Section 20.06 - Limited Term Transfer.

May 7, 1979: Refer to the Standing Committee. Post for meet and confer or consultation.

September 27, 1979: By Order of the President - Call from Committee; Calendar before full Commission.

Action: Adopt.

- 19-79 Reconsideration of Civil Service Commission action of October 2, 1979. Compliance with provision of Agreement with Office of Revenue Sharing not to fill positions by appointment from Eligible Lists in certain classifications.

October 2, 1979: Over to the meeting of October 15, 1979. Staff to notify the Office of the Mayor incorporating request of Mr. Victor Van Bourg, and any other relevant staff concern and request the opinion of that office as to whether the Mayor would support the Civil Service Commission in a technical violation of the Office of Revenue Sharing Compliance Agreement should it grant the request. Staff to present augmentation plan including a timetable.

Action: 1. Rescind action of October 2, 1979.





IN-SERVICE ACTIVITIES: (cont.)

2519-79  
(cont.)

2. Off Calendar.

3. Commissioner Salomon appointed a Committee of one to write to the Office of Revenue Sharing to explore the Commission's options.

2534-79

Proposed Amendments to Civil Service Commission Rule 19 - Limited Tenure Appointments.

December 5, 1977:

Post for adoption at the second meeting of January, 1978. (CSC)

January 16, 1978:

Over to the meeting of February 6, 1978. (CSC)

February 6, 1978:

Off calendar pending review of proposed amendments by the Standing Committee on Rules and Charter Revision. (CSC)

March 6, 1978:

Over to the meeting of March 13, 1978. (SC)

March 13, 1978:

Over to the meeting of March 20, 1978. (SC)

March 20, 1978:

1. Post additional proposed changes to Rule 19, adding new Section 19.07 - Expiration and Extension of Limited Tenure Appointments.
2. Consideration of Rule 19 over to another meeting - date to be announced. (SC)

April 17, 1978:

Over to the meeting of April 24, 1978. (SC)

April 24, 1978:

Reopen for meet and confer. (SC)

November 17, 1978:

Hearing to be scheduled at the call of the chair. (SC)

March 16, 1979:

Forward to the full Commission with a recommendation to adopt the second draft as amended. (SC)

March 19, 1979:

The Commission ordered that the proposed changes in Civil Service Commission Rule 19 - Limited Tenure Appointments recently forwarded by the Standing Committee be referred back to the Standing Committee for further review severing from the proposal, proposed new Section 19.07 - Expiration and Extension of Limited Tenure Appointment which is to be calendared for adoption on April 2, 1979. (CSC)

April 2, 1979:

Adopt as amended. New Section 19.07. (CSC)

October 2, 1979:

Over to the meeting of October 15, 1979. (CSC)

Action: Adopt. (Vote of 4 to 1: Commissioner Salomon dissents).

2536-79

Appointment of Scarlet Gordon to Class 2940 Child Welfare Worker.

Action: Over to the meeting of November 19, 1979.

2539-79

Request for reinstatement of sick leave, vacation, and seniority rights by Gurnie Cook, Q-35 Assistant Inspector, San Francisco Police Department.

Action: IN EXECUTIVE SESSION: Over to the meeting of November 5, 1979. Commissioner Salomon appointed a Committee of One to discuss issues with Chief of Police and report back to the Commission.



IN-SERVICE ACTIVITIES: (cont.)

2550-79 Appointment to Class 1802 Research Assistant, Martha Henderson.

**Action:** Adopt staff report. Approve the appointment of Martha Henderson to a permanent 1802 Research Assistant position, Department of Public Health.

2551-79 Plan to Implement paragraph 1a of the Office of Revenue Sharing Compliance Agreement.

Action: Off Calendar. Staff to meet and confer further with representatives of recognized employee organizations.

3027-79 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 0275-0320 3103-3122  
4166-4188 6084-6163

Action: Approve.

### RECRUITMENT AND EXAMINATIONS:

41116-79 Appeal of staff denial of unsatisfactory rating given to Thomas Roselli on background investigation for Class 8304 Deputy Sheriff.

October 2, 1979: (in Executive Session:) Over to the meeting of October 15, 1979.

Action: (in Executive Session): Uphold decision of Sheriff's Department. Deny appeal of Thomas Roselli. (Vote of 3 to 2: Commissioner Powell and Commissioner Salomon dissent).

41144-79 Request to set aside result of Oral Examination Qualification Appraisal held in March, 1979 for Class 2903 Eligibility Worker.

May 7, 1979: Over to the meeting of May 21, 1979. Commissioner del Portillo appointed a Committee of One to review tapes of interviews. Staff to provide requested data.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the Special Meeting of June 11, 1979.

June 11, 1979: Off Calendar.

Action: Adopt staff report. Set aside the results of the Oral Qualifications Appraisal examination held in March, 1979 for Class 2903 Eligibility Worker. Hold a new Qualification Appraisal examination for the 742 candidates who participated in March, 1979. Staff directed to conduct a thorough job analysis. The new examination to be related to the job analysis and the basic source of information to be appropriate members of the Department of Social Services staff.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 15, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

RESIGNATIONS:

5335-79 Gloria R. Mendieta, 1446 Senior Clerk Stenographer, 7/E-123, San Francisco Community College District, 8/23/79.

October 2, 1979: Over to the meeting of October 15, 1979.

Action: Approve.

5336-79 Reconsideration of Civil Service Commission action of September 11, 1979: David P. Lewis, 2903 Eligibility Worker, 25/P-15, Department of Social Services, 6/19/79.

September 11, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

October 2, 1979: Rescind action of September 11, 1979.  
Over to the meeting of October 15, 1979.

Action: Approve. Not to be employed in Class 2903 Eligibility Worker again.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5337-79 Dennis Clyde Dougherty, Q-2 Police Officer, 581/E-90M, San Francisco Police Department.

March 19, 1979: Over to the meeting of April 2, 1979.

April 2, 1979: Off Calendar.

July 30, 1979: Off Calendar. To be recalendared following review of record of Police Commission hearing and other records if available.

Action: 1. Provisions of Charter Section 3.661(c) not applicable.

2. No restriction on future employment.

5338-79 Enna Nemiroy, 2425 Radiologic Technician I, 15/E-7, Department of Public Health, San Francisco General Hospital/Medical Center, 9/28/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5339-79 Michael E. Darden, 1402 Junior Clerk, CETA, Health Services System, 9/24/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont.)

340-79 Charles Fasulo, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 9/28/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

341-79 Adelaide Golden, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, Jail Medical Services, 9/26/79.

Action: Over to the meeting of November 5, 1979.

342-79 Sharon Jackson, 1426 Senior Clerk Typist, TLT, San Francisco Unified School District, 9/21/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

343-79 Mattie Moore, 8238 Police Communications Dispatcher, CETA, Police Department, 7/23/79.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of October 2, 1979.

October 2, 1979: Over to the meeting of October 15, 1979.

Action: Approve. No future employment with any law enforcement agency. Future employment subject to the review and approval of the General Manager, Personnel.

344-79 Ronald Thompson, 9910 Public Service Trainee, TLT, Art Commission, 10/1/79.

Action: Reinstate to position. Notify the Director of the Arts Commission that no department representative was in attendance to support the termination.

345-79 Margie Woods, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 8/15/79.

October 2, 1979: Over to the meeting of October 15, 1979.

Action: Over to the meeting of November 5, 1979.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

346-79 David Baker, 2320 Registered Nurse, 2/E-510, Department of Public Health, San Francisco General Hospital/Medical Center, 10/9/79.

Action: Off Calendar.

347-79 Patricia Galindo, 9163 Transit Operator, 677/E-112, Public Utilities Commission, San Francisco Municipal Railway, 7/17/79.

Action: Return name to list.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont.)

5348-79 Katherine Nulty, 1426 Senior Clerk Typist, 30/E-105, San Francisco Community College District, 10/2/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

5349-79 Jay Hardeman, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/29/79.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5350-79 Jeanette Wilson, 1706 Telephone Operator, 42/E-5, Public Utilities Commission, Water Department, 9/19/79.

Action: Over to the meeting of November 5, 1979.

DISMISSALS OF PERMANENT EMPLOYEES:

5351-79 Donald Dushkind, 2574 Clinical Psychologist, 8/E-7, Department of Public Health, Community Mental Health Services, 8/13/79.

September 11, 1979: Over to the meeting of October 15, 1979.

Action: Over to the meeting of January 7, 1980.

\*\*\*\*\*



SF  
C65  
25  
11-5-79

*= Calendar - Action Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 5, 1979 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

NOV 21 1979

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Salomon  
Commissioner Haile (excused through item 3680-79)  
Commissioner Lee  
Commissioner Powell (excused for item 5354-79)  
Excused: Commissioner Texidor del Portillo  
Commissioner Salomon presided.

CONSENT CALENDAR:

- (1) MINUTES: Regular Meeting of October 15, 1979.

Action: Approve.

- (2) 1223-79 Action: Severed to regular calendar.

- (3) 1373-79 Classification of one newly budgeted position (1979-80) at the San Francisco Community College District.

Action: Adopt staff report.

1. Classify one new position in Class 7334 Stationary Engineer (Sch. 41.2 \$697B842, \$1516M1831) as budgeted.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

- (4) 1443-79 Classification of two positions authorized in the 1979-80 Budget of the Department of Social Services.

Action: Adopt staff report.

1. Classify two new positions in the Department of Social Services to 1-1634 Principal Account Clerk (Sch. 35.2 \$526B634, \$1144M1379) and 1-1632 Senior Account Clerk (Sch. 32.5 \$465B560, \$1011M1218). These positions are funded in the Department's 1979-80 Budget. There is no increase in costs.
2. Amend Annual Salary Ordinance Section by deleting the "SC" symbol.

- (5) 1488-79 Request to remove sex restrictive titles on three remaining classifications.

Action: Adopt staff report.

1. Retitle classes:

From: A170 Stage Property Man	To: A170 Property Stage Hand
C101 Dressing Room Maid	C101 Dressing Room Atten-
9335 Marine Fireman	dant
	9335 Marine Fire and
	Boiler Operator

DOCUMENTS DEPT.

NOV 2 1 1979

SAN FRANCISCO  
PUBLIC LIBRARY

CONSENT CALENDAR: (cont.)

- (5) cont. 2. Abolish Class 8302 Police Matron.
- (6) 1489-79 Amendment to Class Specification for Class 9396 Commercial Property Manager.
- Action: Adopt staff report. Amend specification for Class 9396 Commercial Property Manager as recommended.
- (7) 1503-79 Survey of three newly budgeted (1979-80) positions in the Fire Department.
- Action: Adopt staff report.
1. Classify three new positions in Class 5215 Fire Protection Engineer (Sch. 49.0 \$1008B1220, \$2192M2654) as requested.
  2. Amend Specification for Class 5215 Fire Protection Engineer to require possession of a Fire Protection Engineer license issued by the State of California.
  3. Amend Annual Salary Ordinance Section 31/03/00/01001 to reflect this action by removing the "SC" symbol.
- (8) 1505-79 Action: Severed to regular calendar.
- (9) 2574-79 Request appointment above the Entrance Rate for three employees in the District Attorney's Office.
- Action: Adopt staff report. Approve appointments at Step 5 in the Compensation Schedule for Paul Forster and John Majka in Class 8146 District Attorney's Investigator and Robert C. Gordon, III in Class 8178 Senior Attorney pending the Controller's certification that funds are available.
- (10) 2586-79 Request appointment above the Entrance Rate, Rodney Loucks, in Class 1863 Systems and Procedures Analyst, Special Project.
- Action: Adopt staff report. Approve appointment of Rodney Loucks at Step 4 of the Compensation Schedule established for Class 1863 Systems and Procedures Analyst, Special Project, pending the Controller's certification that funds are available.
- (11) 2606-79 Request appointment of Max Thomas to Class 1844 Senior Management Assistant, Department of Social Services.
- Action: Adopt staff report. Approve appointment of Max Thomas to a permanent position in Class 1844 Senior Management Assistant, Department of Social Services.
- (12) 2613-79 Request for approval to effect an internal transfer of funds, Civil Service Commission.
- Action: Adopt staff report. In accordance with Charter Section 6.205, approve a transfer of \$335.00 from "Materials and Supplies" account to the "Equipment" account to purchase an overhead projector and a rolling cart for the Training Unit to use in training for supervisors classes.



CONSENT CALENDAR: (cont.)

(13) 3029-79 Request from various departments to back-date requisitions.

T-92035	10/9/79	1849	Program Manager	Mayor's Office
T-92609	9/17/79	9708	Manpower Specialist, IV	Public Utilities Commission
T-90283	10/3/79	9910	Public Service Trainee	Public Defender's Office
T-90284	10/3/79	9910	Public Service Trainee	Public Defender's Office
F-90085	10/8/79	1426	Senior Clerk Typist	San Francisco Unified School District
F-90087	9/11/79	1424	Clerk Typist	San Francisco Unified School District
F-90088	10/8/79	1426	Senior Clerk Typist	San Francisco Unified School District

Action: Approve as recommended by Committee.

(14) 3030-79 Severed to regular calendar.

CLASSIFICATION AND PAY:

1223-79 Request to classify one new position (1979-80 Budget) at the Public Library.

Action: Adopt staff report.

1. Classify one position in Class 1410 Chief Clerk (Sch. 38.2 \$605B731, \$1316M1590) as requested.
2. Amend annual salary Ordinance Section 41/00/00/01001 to reflect this action by removing the "SC" symbol.

1254-79 Request for Supervisory Differential Adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of Promotive Transit Classifications at the Municipal Railway.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the first meeting in September. Staff to request opinion of the City Attorney.

October 15, 1979: Over to the meeting of November 5, 1979.

Action: Over to the meeting December 3, 1979.

1466-79 Classification of one newly budgeted position for the Department of Social Services.

Action: Adopt staff report.

1. Allocate one newly budgeted position enumerated as A193 Assistant Director, Rate setting (J,Z \$830B1003, \$1805M2182) to Class 2948 Senior Social Service Supervisor (Sch. 46.2 \$882B1067, \$1918M2321). This results in an increase in cost of \$139.00 per month at the fifth step.
2. Advise the Department of Social Services to submit a supplemental appropriation request to reflect the budgetary change.
3. Amend Annual Salary Ordinance Section 45/00/00/01001 to reflect this action.





CLASSIFICATION AND PAY: (cont.)

1490-79 Survey of one vacant position in Class 1652 Senior Accountant located at the Office of the Public Administrator/Guardian.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1652 Senior Accountant (Sch. 38.6 \$617B745, \$1342M1620) to Class 1654 Principal Accountant (Sch. 42.6 \$745B899, \$1620M1955).
2. Amend Annual Salary Ordinance Section 79/00/00/01001 accordingly. This reclassification will cost an additional \$154.00 biweekly based on the fifth step of each Class at Maximum 1979-80 Rates.
3. The Department has already submitted a supplemental appropriation.

1502-79 Request to classify one new position authorized in the Budget of the Police Department, Support Services Bureau.

Action: Adopt staff report.

1. Allocate one position enumerated in the Budget as A139 Fleet Superintendent (Sch. 41.3 \$701B846, \$1525M1840) to existing Class 1844 Senior Management Assistant (Sch. 42.0 \$724B874, \$1575M1901).
2. Amend Annual Salary Ordinance Section 38/00/00/01001 accordingly.
3. Advise Police Department to submit a Supplemental Appropriation to adjust their Budget.

NOTE: Based on the maximum step, this classification action will result in a salary increase of \$61.00 per month over the 1978-79 budgeted rate.

1505-79 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: Contracts #134 and #157 over to the Meeting of November 19, 1979. Approve all others and notify the Offices of the Controller and Purchaser.

1513-79 Letter of intent from the San Francisco Unified School District regarding the strike settlement with the School District Paraprofessional employees.

No action taken.

MISCELLANEOUS:

3030-79 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0321-0380 3123-3135 4190-4210  
6164-6322 9113-9120

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

41150-79 Appeal of staff denial of unsatisfactory rating given to Mr. Daniel Maginniss on background investigation for Class 8304 Deputy Sheriff.

Action: Adopt staff report. Uphold decision of Sheriff's Department.



RECRUITMENT AND EXAMINATIONS: (cont.)

41173-79 Review of City Attorney's Opinion 79-72: Legality of Charter Maximum Age Provision for Appointment of Persons to Entrance Positions in the Uniformed Force of the Police Department.

Action: Over to the meeting of December 3, 1979. Request additional information of City Attorney. Persons over maximum age provision of the Charter to be placed under waiver of certification until matter is resolved.

41176-79 Appeal of denial of protest of Announcement Terms for Classification 2905 Senior Eligibility Worker.

Action: Adopt staff report. Deny appeals of Nora Milanes, Francesca Santos, Josephine Magarro, Darl Shearer, Charles Hobby.

IN-SERVICE ACTIVITIES:

2501-79 From Commissioner Texidor del Portillo dated September 17, 1979: Motion to reconsider Civil Service Commission action of September 17, 1979 - Approval of Memorandum of Understanding with the Airports Commission establishing a Decentralized Personnel Unit at the San Francisco International Airport.

Action: Over to the meeting of November 19, 1979.

2539-79 Request for reinstatement of sick leave, vacation, and seniority rights by Gurnie Cook, Q-35 Assistant Inspector, San Francisco Police Department.

October 15, 1979: Over to the meeting of November 5, 1979.

Action: Off calendar.

2551-79 Plan to Implement paragraph 1a of the Office of Revenue Sharing Compliance Agreement.

October 15, 1979: Off Calendar. Staff to meet and confer further with representatives of recognized employee organizations.

Action: Over to the meeting of November 19, 1979. Notify interested parties that points and issues relative to staff proposal to be submitted in writing no later than November 13, 1979.

2598-79 Appeal of staff denial of retroactive pay for employee in Class 2528 Medical Steward from John P. Michaud.

Action: Over to the meeting of December 3, 1979.

2614-79 Review of employment record of Philip Max Mooney to determine future employability.

Action: No future employment with the City and County of San Francisco.

2615-79 Appeal of denial of leave of absence to accept temporary Class 1652 Senior Accountant position.

Action: Adopt staff report. Grant appeal of Lolita C. Cristobal to accept temporary Class 1652 Senior Accountant position, Department of Electricity.



IN-SERVICE ACTIVITIES: (cont.)

2616-79 Appeal of placement on Mandatory Sick Leave - James Baker, 7372 Stationary Engineer, Sewage Plant, Department of Public Works.

Action: Refer to medical specialist at own expense. Appellant to contact the Assistant Secretary for names of appropriate specialists.

2630-79 From the Chief Administrative Officer:  
Request for approval to permit City and County employees to accept paid employment as election officers while on vacation.

Action: In accordance with Section 16.16-1 of the San Francisco Administrative Code, approve the request of the Chief Administrative Officer to permit City and County employees to work as election officers at the election of November 6, 1979 while on vacation from City employment.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 5, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5352-79 Valcour Eugene, Q-2 Police Officer, 436.5/E-90, San Francisco Police Department, 10/12/78.

Action: Approve.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5353-79 Leroy Bogar, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/21/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Department of Public Works.

5354-79 Adelaide Golden, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, Jail Medical Services, 9/26/79.

October 15, 1979: Over to the meeting of November 5, 1979.

Action: Over to the meeting of November 19, 1979. Department directed to provide copy of all relevant documents to Ms. Golden in advance of next meeting.

5355-79 Richard Hicks, 9910 Public Service Trainee, CETA, Department of Public Works, 9/28/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Department of Public Works.

5356-79 Maggie Hochfelder, 3540 Curatorial Aide, CETA, San Francisco Art Commission, 10/23/79.

Action: Over to the meeting of November 19, 1979.

5357-79 Elizabeth Hom, 1720 Data Entry Operator, TLT, San Francisco Unified School District, 10/17/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont.)

5358-79 Joseph Kunicki, 3540 Curatorial Aide, CETA, San Francisco Art Commission, 10/23/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Art Commission.

5359-79 Michael Robinson, 2585 Health Worker I, CETA, Department of Public Health, Central Office, 10/24/79.

Action: Over to the meeting of November 19, 1979.

5360-79 Melvin Threadgill, 2760 Laundry Worker, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 9/27/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5361-79 Margie Woods, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 8/15/79.

October 2, 1979: Over to the meeting of October 15, 1979.

October 15, 1979: Over to the meeting of November 5, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5362-79 Aleutina Lance, 1446 Senior Clerk Stenographer, 4/E-107, San Francisco Police Department, Planning and Research, 10/10/79.

Action: Over to the meeting of November 19, 1979.

5363-79 Naomi T. Ross, 2320 Registered Nurse, 11/E-524, Department of Public Health, San Francisco General Hospital/Medical Center, 9/16/79.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



RESIGNATIONS:

5364-79 Pamela Fitzmaurice, 2320 Registered Nurse, 3/E-495, Department of Public Health, San Francisco General Hospital/Medical Center, 10/3/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5365-79 Ghulum Janjua, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 4/10/79.

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of June 18, 1979.

June 18, 1979: Off Calendar.

Action: Approve. (Vote of 3 to 1: Commissioner Salomon dissents.)

5366-79 Michael Kane, 2806 Disease Control Investigator, 11/E-7, Department of Public Health, VD Control, 10/1/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5367-79 Reconsideration of Civil Service Commission action of August 6, 1979: Estelle L. Trujillo, 2320 Registered Nurse, 2/E-506, Department of Public Health, San Francisco General Hospital/Medical Center, 5/9/79.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Action: 1. Rescind action of August 6, 1979.

2. Remand to the Department of Public Health for reconsideration.

APPEALS OF AUTOMATIC RESIGNATIONS:

5368-79 Floyd Williams, 7502 Asphalt Worker, 14/E-6, Department of Public Works, 10/5/79.

Action: Over to the meeting of November 19, 1979.

5369-79 Jeannette Wilson, 1706 Telephone Operator, 42/E-5, Public Utilities Commission, Water Department, 9/19/79.

October 2, 1979: Over to the meeting of November 5, 1979.



APPEALS OF AUTOMATIC RESIGNATIONS: (cont.)

5369-79 Action: Over to the meeting of November 19, 1979.  
(cont.)

DISMISSALS OF PERMANENT EMPLOYEES:

5370-79 Eddy L. Castiglioni, Q-2 Police Officer, 14/E-89, San Francisco Police Department,  
10/8/79.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the San Francisco Police Department.

5371-79 Jeffrey Mayo, 1760 Offset Machine Operator, 11/E-3, Department of Social Services,  
10/2/79.

Action: Over to the meeting of November 19, 1979.

The Commission adjourned its meeting in memory of Thomas J. Walsh, father of John Walsh, General Manager, Personnel; and Earl de Soto, father of John de Soto, Division Manager, Personnel.

\*\*\*\*\*



SF  
C65  
#5  
11-19-79

Calendar Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 19, 1979 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

NOV 27 1979

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Salomon  
Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo  
Excused: Commissioner Haile  
Commissioner Salomon presided over Part I  
Commissioner Lee presided over Part II

CONSENT CALENDAR:

MINUTES: Regular Meeting of November 5, 1979.

Action: Approve.

469-79 Classification of one budgeted position (1979-80) at the San Francisco Community College District.

Action: Adopt staff report.

1. Classify one position in Class 7342 Locksmith (Sch. 43.5, \$777B938, \$1690M2040) as budgeted.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

530-79 Classification of one new position authorized in the Budget of the Recreation and Park Department.

Action: Adopt staff report.

1. Allocate one new position identified in the Budget as A198 Grant Coordinator, J-Rate, (\$706B Flat) to Class 1842 Management Assistant, (Sch. 38.5, \$614B742, \$1335M1614).
2. Amend Annual Salary Ordinance Section 42/02/00/01001 accordingly.
3. Advise the Department to submit a Supplemental Appropriation to adjust their Budget.

The Budgeted Class has a Flat Rate of \$1536 per month while the proposed Class has a range of \$1335 - 1614 per month. Thus the proposed Class is \$201.00 less at the first step and \$78.00 more at Step 5.

531-79 Classification of one new position authorized in the 1979-80 Budget of the Adult Probation Department.

Action: Adopt staff report.

1. Classify one new position in Class 1862 Systems and Procedures Analyst, (Sch. 39.8, \$652B788, \$1418M1714) as budgeted.
2. Amend Annual Salary Ordinance Section 13/01/00/01001 accordingly (Remove "SC").

DOCUMENTS DEPT.

NOV 3 1879

SAN FRANCISCO  
PUBLIC LIBRARY



CONSENT CALENDAR: (cont.)

- 1532-79 Classification of one new position for the Department of Public Health, San Francisco General Hospital/Medical Center.
- Action: Adopt staff report.
1. Allocate one new position approved in a Supplemental Appropriation as an "A231 Hospital Biller I" (\$442B531, \$961M1155) to Class 1635 Health Care Billing Clerk I (Sch. J, 31.4 \$442B531, \$961M1155). This action results in no additional cost.
  2. Amend Section 86/01/00/36001 of the Annual Salary Ordinance accordingly.
- 1537-79 Classification of 21 new positions and reclassification of 5 existing positions for the Public Utilities Commission, San Francisco Municipal Railway.
- Action: Adopt staff report.
1. Classify 21 new positions into existing classifications.
  2. Amend the Specification for Class 9172 Safety and Training Supervisor, Public Utilities Commission.
  3. Reclassify 4 vacant positions into existing classifications.
  4. Reclassify 1 position into an existing classification when it will not adversely affect the incumbent.
  5. Amend Annual Salary Ordinance Section 35/00/00/31001 to reflect these actions.
  6. Advise Department to submit a Supplemental Appropriation Request to reflect these actions.
- 1542-79 Request from the Mayor's Office for approval to utilize Personal Services Contracts for three positions under the Economic Development Council.
- Action: Adopt staff report, authorize Personal Services Contracts.
- 2597-79 Appointment above the Entrance Rate for Elizabeth Day.
- Action: Adopt staff report. Approve appointment at Step 5 of the Compensation Schedule established for Class 1446 Senior Clerk Stenographer pending the Controller's certification that funds are available.
- 2642-79 Approval of appointment in Class 9744 Staff Assistant VI, Special Project.
- Action: Adopt staff report. Approve appointment in Class 9744 Staff Assistant VI, Special Project, Recreation and Park Department.
- 2643-79 Appointment above the Entrance rate for Audrey E. Gabrielson.
- Action: Approve appointment of Audrey E. Gabrielson, Class 1446 Senior Clerk Stenographer, Public Utilities Commission at Step 5 in the Compensation Schedule established for Class 1446 Senior Clerk Stenographer pending the Controller's certification that funds are available.



CONSENT CALENDAR: (cont.)

3031-79 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0381-0449 3136  
4211-4229 6324-6383

Action: Approve.

3032-79 Request from Public Utilities Commission to back-date requisitions.

T-92609 9/17/79 9708 Manpower Specialist.

Action: Off calendar.

REGULAR CALENDAR

CLASSIFICATION AND PAY:

1263-79 Request to amend Specification for Class 7410 Automotive Service Worker.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Off Calendar.

Action: Adopt staff report. Amend the specification for Class 7410 Automotive Service Worker.

1353-79 Survey of one position in Class 1446 Senior Clerk Stenographer in the Department of Public Works, General Office.

Action: Adopt staff report.

1. Reclassify one position in Class 1446 Senior Clerk Stenographer (Sch. 31.8, \$977M1177) to Class 1450 Principal Clerk Stenographer (Sch. 33.2, \$1044M1257). (This represents an increase in cost of \$37.00 bi-weekly at the 5th Step).
2. Advise the Department of Public Works to amend Annual Salary Ordinance Section 90/01/01/08980 accordingly when this action will not adversely effect the incumbent.
3. Advise the Department to submit a Supplemental Appropriation request to reflect this action.

1374-79 Classification of three new positions, San Francisco Community College District.

Action: Adopt staff report.

1. Allocate three new positions in budgeted Classes 1979-1980:  
1-1424 Clerk Typist (Sch. 28.8, \$855M1024)  
1-1426 Senior Clerk Typist (Sch. 30.8, \$935M1124)  
1-1424 Clerk Typist (Sch. 28.8, \$855M1024)
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.



CLASSIFICATION AND PAY: (cont.)

434-79 Survey of one vacant position in Class 1424 Clerk Typist in the Real Estate Department, RAP Program.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1424 Clerk Typist (Sch. 28.8 \$855M1024) to Class 1444 Clerk Stenographer (Sch. 29.7 \$890M1068). (This represents an increase in cost of \$44.00 bi-weekly at the 5th step).
2. Advise the Real Estate Department to amend Annual Salary Ordinance Section 70/01/00/01099 accordingly and to submit a Supplemental Appropriation request to reflect this action. (This position is funded by Inter-departmental Work Order, and no additional budgeted funds would be required.)

451-79 Proposal for the establishment of an Administrator/Manager Series of Classes.

October 15, 1979: Over to the meeting of November 19, 1979.

Action: Staff instructed to meet with Management Assistant Unit of SEIU - Local 400 over all aspects of the proposal and to bring back to the Commission by the meeting of January 21, 1980, a complete plan for implementation including a definite timetable for the entire transition to the new Classes and a detailed breakdown of costs of study and implementation. A written report detailing all of the above to be delivered to each Commissioner no later than January 14, 1980.

505-79 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

November 5, 1979: Contracts #134 and #157 over to the meeting of November 19, 1979. Approve all others and notify the Offices of the Controller and Purchaser.

Action: Approve. Notify the Offices of the Controller and Purchaser.

520-79 Classification of two newly budgeted 1487 Financial Aides Assistant positions located in the San Francisco Community College District.

Action: Adopt staff report.

1. Classify two newly budgeted 1487 Financial Aides Assistant positions as Class 1487 Financial Aides Assistant (Sch. 33.5 \$487-586 B/W).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

527-79 Classification of eight positions in the Muni Metro Program budget.

Action: Adopt staff report.

1. Amend the Class specification for 9150 Transit Control Dispatcher.
2. Amend and retitle the Class specification for 9152 Transit Control Assistant Chief Inspector to 9152 Transit Control Supervisor.
3. Allocate four new positions as A299 Senior Transit Control Dispatcher (Sch. 42.7 \$748B903) to 9152 Transit Control Supervisor (Sch. 43.5 \$777B938). (This will result in an increased cost of \$35.00 bi-weekly for each position at the fifth step).



CLASSIFICATION AND PAY: (cont.)

- 527-79  
cont.)
4. Classify four new positions of A300 Assembler (Sch. 38.0 \$499B724) as 7430 Assistant Electronics Maintenance Technician (Sch. 42.8 \$752B908). (This will result in an increased cost of \$184.00 bi-weekly for each position at the fifth step).
  5. Amend Annual Salary Ordinance Sections 35/00/00/31730. (Federally funded positions) and 35/00/00/31001 to reflect these actions.
- 529-79
- Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime Compensation for employees in Classes designated by the "Z" symbol.
- Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to the employees in the classifications designated in the staff report.
- 540-79
- Classification of position allocated to the Consent Decree Unit of the San Francisco Police Department established by Court Order - Officers for Justice vs. City and County of San Francisco.
- Action: Adopt staff report as amended by adding the symbol "SC" to the position allocated to Class 1276 Departmental Personnel Director.
1. Allocate 14 positions requested in a Supplemental Appropriation for the Police Department to existing classifications.
    - 1-1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, \$1731M2090)
    - 1-1232 Training Officer (Sch. 40.0 \$658B796, \$1431M1731)
    - 2-1240 Assistant Personnel Analyst (Sch. 34.5 \$510B614, \$1109M1335)
    - 2-1242 Personnel Analyst (Sch. 39.0 \$628B758, \$1366M1649)
    - 2-1244 Senior Personnel Analyst (Sch. 43.0 \$758B916, \$1649M1992)
    - 1-1246 Principal Personnel Analyst (Sch. 46.5 \$895B1083, \$1947M2356)
    - 1-1276 Departmental Personnel Director (SC) (Sch. 49.7 \$1042M1261, \$2266M2743)
    - 1-1426 Senior Clerk Typist (Sch. 30.8 \$430B517, \$935M1124)
    - 1-1446 Senior Clerk Stenographer (Sch. 31.8 \$449B541, \$977M1177)
    - 1-1804 Statistician (Sch. 38.9 \$625B755 \$1359M1642)
    - 1-1861 Systems and Procedures Analyst (Sch. 39.8 \$652B788, \$1418M1714) Special Project
  2. Amend Salary Section 38/00/00/01001 of the Annual Salary Ordinance accordingly.
- 541-79
- Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.
- Action: Approve. Notify the Offices of the Purchaser and Controller.
- 543-79
- Survey of three positions at the Adult Probation Department.
- Action: Adopt staff report.
1. Reclassify one position in Class 1426 Senior Clerk Typist (Sch. 30.8 \$430B517, \$935M1124) to Class 1408 Principal Clerk (Sch. 34.7 \$514B620, \$1118M1349) when this will not adversely affect the permanent incumbent. This will result in an additional cost of \$225.00 per month at the maximum rate.





CLASSIFICATION AND PAY: (cont.)

1543-79  
(cont.)

2. Reclassify one vacant position in Class 1432 Senior Transcriber Typist (Sch. 31.5 \$444B534, \$966M1161) to Class 1408 Principal Clerk (Sch. 34.7 \$514B620, \$1118M1349). This will result in an additional cost of \$188.00 per month at the maximum rate.
3. Reclassify one vacant position in Class 1446 Senior Clerk Stenographer (Sch. 31.8 \$449B534, \$977M1177) to Class 1450 Principal Clerk Stenographer (Sch. 33.2 \$480B578, \$1044M1257). This will result in an additional cost of \$80.00 per month at the maximum rate.
4. Amend Annual Salary Ordinance Section 13/01/00/01001 accordingly.
5. Advise the Adult Probation Department to submit a Supplemental Appropriation.

IN-SERVICE ACTIVITIES:

2501-79

From Commissioner Texidor del Portillo dated September 17, 1979:  
Motion to reconsider Civil Service Commission action of September 17, 1979 -  
Approval of Memorandum of Understanding with the Airports Commission establishing a Decentralized Personnel Unit at the San Francisco International Airport.

September 17, 1979: Adopt staff report. Approve Memorandum of Understanding.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Over to the meeting of December 17, 1979.

2536-79

Appointment of Scarlet Gordon to Class 2940 Child Welfare Worker.

October 15, 1979: Over to the meeting of November 19, 1979.

Action: Over to the meeting of December 3, 1979.

2551-79

Plan to implement paragraph 1(a) of the Office of Revenue Sharing Compliance Agreement.

October 15, 1979: Off Calendar. Staff to meet and confer further with representatives of recognized employee organizations.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Adopt staff report.

2603-79

Review of Employment Record of Theodore Freeman to Determine future employability.

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

2645-79

From Commissioner Lee:  
Proposal to establish two Committees of the Civil Service Commission, an Affirmative Action Committee and a Recruitment and Training and Testing Committee.

Action: Over to the meeting of December 3, 1979.



IN-SERVICE ACTIVITIES: (cont.)

646-79 From the Registrar of Voters-Recorder:  
Request for approval to permit City and County employees to accept paid employment as election officers while on vacation.

Action: Approve request in accordance with the provisions of the San Francisco Administrative Code.

647-79 Request for Appointments above the Entrance Rate - Paraprofessionals, San Francisco Unified School District.

Action: Adopt staff report. Approve request except as to new hires.

RECRUITMENT AND EXAMINATIONS:

1187-79 Adoption of Eligible List for Class 2969 Assistant Director, Social Service Program.

Action: Over to the meeting of December 17, 1979. Staff to be prepared to respond to the concerns and issues raised by appellants including an accurate figure on the numbers of positions open.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 19, 1979 - 3:00 PM

SEPARATIONS FROM THE SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5372-79 Joyce Green, 2903 Eligibility Worker, 29/E-7, Department of Social Services, 10/30/79.

Action: Over to the meeting of December 3, 1979.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5373-79 Adelaide Golden, 2312 Licensed Vocation Nurse, CETA, Department of Public Health, Jail Medical Services, 9/26/79.

October 15, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Over to the meeting of December 3, 1979.

5374-79 Maggie Hochfelder, 3540 Curatorial Aide, CETA, San Francisco Art Commission, 10/23/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Off calendar. Resignation with services satisfactory accepted and approved.

5375-79 Elizabeth Hom, 1720 Data Entry Operator, TLT, San Francisco Unified School District, 10/17/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Off calendar.

5376-79 Gregory King, 7560 Field Conservation Aide, CETA, Department of Public Works, 10/19/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

5377-79 Otis Price, 2302 Orderly, TLT, Department of Public Health, San Francisco General Hospital/Medical Center, 10/30/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont.)

5378-79 Michael Robinson, 2585 Health Worker I, CETA, Department of Public Health, Central Office, 10/24/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Over to the meeting of December 3, 1979.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5379-79 Alevtina Lance, 1446 Senior Clerk Stenographer, 4/E-107, San Francisco Police Department, Planning and Research, 10/10/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Approve.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5380-79 Andrew B. Adeva, 2905 Senior Eligibility Worker, 176/P-2, Department of Social Services, 10/30/79.

Action: Over to the meeting of December 3, 1979.

RESIGNATIONS:

5381-79 David Baker, 2320 Registered Nurse, 2/E-510, Department of Public Health, San Francisco General Hospital/Medical Center, 10/9/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5382-79 Alvaro Sanchez, 9971 Assistant Neighborhood Coordinator, CETA, San Francisco Police Department, 10/1/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

APPEALS OF AUTOMATIC RESIGNATIONS:

5383-79 James E. Lewis, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 9/27/79.

Action: Deny appeal. Approve automatic resignation.





APPEALS OF AUTOMATIC RESIGNATIONS: (cont.)

5384-79 Floyd Williams, 7502 Asphalt Worker, 14/E-6, Department of Public Works, 10/5/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Return name to list under waiver of certification. This waiver to remain in effect until reviewed by the General Manager, Personnel after satisfactory completion of six months of participation in the Alcoholics Anonymous program. Certification of progress to be submitted to the General Manager, Personnel on a monthly basis.

385-79 Jeannette Wilson, 1706 Telephone Operator, 42/E-5, Public Utilities Commission, Water Department, 9/19/79.

October 2, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position. Department directed to institute dismissal proceedings if Ms. Wilson fails to improve attendance and tardiness record.

DISMISSAL OF PERMANENT EMPLOYEE:

386-79 Jeffrey Mayo, 1760 Offset Machine Operator, 11/E-3, Department of Social Services, 10/2/79.

November 5, 1979: Over to the meeting of November 19, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

\*\*\*\*\*



12/2/79  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 3, 1979 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon  
Commissioner Haile  
Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo  
Commissioner Lee excused for items 1254, 1545,  
1585, 1586, 2664, 2683, 2684, 3033, and 3034.  
Commissioner Salomon presided.

DOCUMENTS DEPT.

DEC 12 1979

SAN FRANCISCO  
PUBLIC LIBRARY

MINUTES: Regular Meeting of November 19, 1979.

Action: Approve.

CLASSIFICATION AND PAY:

1254-79 Request for Supervisory Differential Adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of Promotive Transit Classifications at the Municipal Railway.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the first meeting in September. Staff to request opinion of the City Attorney.

October 15, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of December 17, 1979.

1545-79 Request from the Director of Public Works to submit requisitions for Apprentice Stationary Engineers, exempt waiver.

Action: Over to the meeting of December 17, 1979. Staff to request opinion of City Attorney.

1580-79 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1585-79 Survey of twenty-six positions in Project SAFE, San Francisco Police Department.

Action: Adopt staff report.

1. Establish the following new classifications:

- a. Class 8425 Project Coordinator, SAFE (J,Z Sch. 43.7 \$785B947, \$1707M2060)



CLASSIFICATION AND PAY: (cont.)

- 1585-79  
(cont.)
- b. Class 8424 Senior Neighborhood Coordinator (J,Z Sch. 41.7 \$714B862, \$1553M1875)
  - c. Class 8423 Neighborhood Coordinator (J,Z Sch. 36.9 \$570B688, \$1240M1496)
  - d. Class 8422 Assistant Neighborhood Coordinator (J,Z Sch. 32.9 \$473B570, \$1029M1240)
2. Allocate positions as follows: One position in Class 8425 Project Coordinator, SAFE; one position in Class 8424 Senior Neighborhood Coordinator; eleven positions in Class 8423 Neighborhood Coordinator; ten positions (Part-time) in Class 8422 Assistant Neighborhood Coordinator; one position in Class 1426 Senior Clerk Typist; one position in Class 1424 Clerk Typist; and one position in Class 1804 Statistician.
  3. Amend Annual Salary Ordinance Section 38/00/00/01001 accordingly.
- 1586-79 Survey of two positions in the Department of County Agriculture-Weights and Measures.
- Action: Adopt staff report.
1. Establish Class 3453 Assistant Agricultural Commissioner-Sealer of Weights and Measures J,Z (Sch. 40.6, \$677B818, \$1472M1779).
  2. Consolidate the Classes of 3452 Deputy Agricultural Commissioner (Sch. 40.6 \$677B818, \$1472M1779) and 6222 Senior Inspector of Weights and Measures (Sch. 40.6 \$677B818, \$1472M1779) into the new Class.
  3. Abolish Classes 3452 and 6222.
  4. Rights of the Permanent incumbent in Class 3452 continue in the new consolidated Class.
  5. Amend Annual Salary Ordinance Section 72/01/00/01001 accordingly.
- 1593-79 Survey of four vacant positions in the Invoice Section, Purchasing Department.
- Action: Adopt staff report.
1. Reclassify one vacant position in Class 1406 Senior Clerk (Sch. 30.5 \$424B510, \$922M1109) to Class 1634 Principal Account Clerk (Sch. 35.2 \$526B634, \$1144M1379). (This represents an increase in cost of \$124.00 bi-weekly at the fifth step).
  2. Reclassify three vacant positions in Class 1404 Clerk (Sch. 28.0 \$379B453 \$824M985) to Class 1632 Senior Account Clerk (Sch. 32.5 \$465B560, \$1011M1218). (This represents an increase in cost of \$321.00 bi-weekly at the fifth step.)
  3. Advise the Purchasing Department to amend Annual Salary Ordinance Section 91/01/00/01001 accordingly and to submit a Supplemental Appropriation request to reflect this action.



CLASSIFICATION AND PAY: (cont.)

1594-79 Survey of one position in Class 1458 Legal Stenographer in the Police Department, Legal Office.

Action: Adopt staff report.

1. Reclassify one 1458 Legal Stenographer position (Sch. 32.7 \$469B565, \$1020M1229) to Class 1460 Senior Legal Stenographer (Sch. 34.7 \$514B620, \$1118M1349).
2. Amend Annual Salary Ordinance Section 38/00/00/01001 to reflect this action.

IN-SERVICE ACTIVITIES:

2536-79 Appointment of Scarlet Gordon to Class 2940 Child Welfare Worker.

October 15, 1979: Over to the meeting of November 19, 1979.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Adopt staff report. Uphold the invalidation of her Certification to Class 2940 Child Welfare Worker.

2598-79 Appeal of staff denial of retroactive pay for employee in Class 2528 Medical Steward.

November 5, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of December 17, 1979 for further investigation by staff. Commissioner Salomon appointed a Committee of one to review staff findings and to conduct such investigation on behalf of the Commission as he deemed proper.

2645-79 From Commissioner Lee:  
Proposal to establish two Committees of the Civil Service Commission - an Affirmative Action Committee and a Recruitment, Training and Testing Committee.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of December 17, 1979 at request of Commissioner Salomon.

2664-79 Appointment above the Entrance rate for Rosalie L. Douglas.

Action: Approve appointment of Rosalie L. Douglas in Class 1833 Tape Librarian, EDP, at Step 2 in the Compensation Schedule established for Class 1833 Tape Librarian, EDP pending the Controller's certification that funds are available.





IN-SERVICE ACTIVITIES: (cont.)

2683-79 Appointment above the Entrance rate for Neil J. Rosenbaum.

Action: Approve appointment of Neil J. Rosenbaum in Class 8176 Trial Attorney, at Step 5 in the compensation schedule established for Class 8176 Trial Attorney, pending the Controller's certification that funds are available.

2684-79 Appointment above the Entrance rate for Ushir Shah.

Action: Approve appointment of Ushir Shah in Class 2471 Water Quality Chemist at Step 5 in the Compensation schedule established for Class 2471 Water Quality Chemist, pending the Controller's certification that funds are available.

2685-79 Commendation for James M. Wilson, Acting Street Cleaning Supervisor I, Department of Public Works.

Action: Over to the meeting of December 17, 1979 at the request of Commissioner Salomon.

2686-79 Commendation for Bernard M. Crotty, Superintendent of Street Cleaning and Planting, Department of Public Works.

Action: Over to the meeting of December 17, 1979 at the request of Commissioner Salomon.

MISCELLANEOUS:

3033-79 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0450-0476 3137 4230-4243 6384-6463

Action: Approve.

3034-79 Request from the Mayor's Office, Community Development, Public Services to back-date requisition.

P-56 10/22/79 through 10/26/79 1446 Senior Clerk Stenographer

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

41053-79 From Commissioner Salomon:  
Review of the Promotive Examination Announcement for Class 5173 Street Cleaning and Planting Assistant Superintendent.



RECRUITMENT AND EXAMINATIONS: (cont.)

41053-79 August 6, 1979: Over to the meeting of August 20, 1979.  
(cont.) August 20, 1979: Over to the meeting of September 11, 1979.  
September 11, 1979: Over to the meeting of October 2, 1979.  
October 2, 1979: Continued to the call of the Chair.  
Action: Off calendar at the request of Commissioner Salomon.

41173-79 Review of City Attorney's Opinion 79-72: Legality of Charter Maximum Age Provision for Appointment of Persons to Entrance Positions in the Uniformed Force of the San Francisco Police Department.  
November 5, 1979: Over to the meeting of December 3, 1979. Request additional information of City Attorney. Persons over maximum age provision of the Charter to be placed under waiver of certification until matter is resolved.  
Action: Over to the meeting of December 17, 1979.

41198-79 Cancellation of 2436 Electroencephalograph Technician I Examination (Entrance) Announcement.  
Action: Cancel the 2436 Electroencephalograph Technician I (Entrance) examination Announcement.

41201-79 Q-2 Police Officers Special Report.  
Action: Off calendar.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 3, 1979 - 3:00 P.M.

SEPARATIONS FROM THE SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5387-79 Joyce Green, 2903 Eligibility Worker, 29/E-7, Department of Social Services, 10/30/79.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of December 17, 1979.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5388-79 Adelaide Golden, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, Jail Medical Services, 9/26/79.

October 15, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of November 19, 1979.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of December 17, 1979. Department directed to allow staff to review certain records of the Jail Medical Services to produce report.

5389-79 Jackie Readus, 1424 Clerk Typist, CETA, Civil Service Commission, Examination Unit, 11/19/79.

Action: Disapprove. Reinstate to position.

5390-79 Michael Robinson, 2585 Health Worker I, CETA, Department of Public Health, Central Office, 10/24/79.

November 5, 1979: Over to the meeting of November 19, 1979.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5391-79 Margaret Andrews, 2305 Psychiatric Technician, 14/E-4, Department of Public Health, San Francisco General Hospital/Medical Center, 11/9/79.



TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5391-79 Action: Dismiss from the Service. Cancel all current examination and eligibility  
(cont.) status. Future employment subject to review and approval of the General  
Manager, Personnel after satisfactory completion of one year's work  
experience outside the City and County service. Not to be employed again  
by the Department of Public Health.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5392-79 Andrew B. Adeva, 2905 Senior Eligibility Worker, 176/P-2, Department of Social  
Services, 10/30/79.

November 19, 1979: Over to the meeting of December 3, 1979.

Action: Over to the meeting of January 7, 1980.

RESIGNATIONS:

5393-79 Claudia Petty, 2320 Registered Nurse, 4/E-414, Department of Public Health,  
San Francisco General Hospital/Medical Center, 9/30/79.

Action: Over to the meeting of December 17, 1979.

5394-79 Vittorio Ragas, Q-2 Police Officer, 603/E-90, San Francisco Police Department,  
11/9/79.

Action: Approve. Future employment subject to review and approval of the  
General Manager, Personnel after medical clearance by the Civil  
Service Commission Medical Examiner. Not to be employed again in  
the uniformed ranks of the San Francisco Police Department.

5395-79 Reconsideration of Civil Service Commission action of November 19, 1979:  
Alvaro Sanchez, 9971 Assistant Neighborhood Coordinator, CETA, San Francisco  
Police Department, 10/1/79.

November 19, 1979: Approve. Cancel all current examination and  
eligibility status. Future employment subject  
to review and approval of the General Manager,  
Personnel after satisfactory completion of one  
year's work experience outside the City and  
County service. Not to be employed again by  
the San Francisco Police Department.

Action: Over to the meeting of January 7, 1980.

APPEAL OF AUTOMATIC RESIGNATION:

5396-79 Harry Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.

Action: Over to the meeting of February 4, 1980.

\*\*\*\*\*











